

FINANCIAL REQUEST/DEPOSIT FORM  
Granada Supporters Club  
Individual Group Account

**Instructions:**

1. Use the form on next page to either Request or Deposit funds from/to your Granada Supporters Individual Group Account.
2. Fill out the form completely.
3. If requesting funds, please sign & print your name and obtain a signature AND printed name of a GHS Admin, Athletic Director, or their named designee.
4. Make sure you include all appropriate documentation; receipts/purchase orders/etc
5. If splitting the funds among several individual accounts, state all accounts and the % requested.
6. Return completed forma and documents to Supporters In-box at GHS Office.
7. Allow 1 week for processing.

**FINANCIAL REQUEST/DEPOSIT FORM**  
Individual Group Account

Petitioning Group: \_\_\_\_\_ DATE: \_\_\_\_\_

Teacher/Coach/Staff in Charge: \_\_\_\_\_

Funds Deposited: \_\_\_\_\_ Funds Requested: \_\_\_\_\_

**FOR FUNDS REQUESTED:**

Reason for Requested Funds or source of Income for Deposit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check to be issued to: \_\_\_\_\_

(Optional) Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Requester signature & print name

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admin/AD signature & print name

**FOR FUNDS DEPOSITED:**

Cash:

\_\_\_\_ x 100 = \$ \_\_\_\_\_  
 \_\_\_\_ x 50 = \$ \_\_\_\_\_  
 \_\_\_\_ x 20 = \$ \_\_\_\_\_  
 \_\_\_\_ x 10 = \$ \_\_\_\_\_  
 \_\_\_\_ x 5 = \$ \_\_\_\_\_  
 \_\_\_\_ x 1 = \$ \_\_\_\_\_  
 Total Cash: \$ \_\_\_\_\_

Coins: \_\_\_\_ x \$1.00 = \$ \_\_\_\_\_  
 \_\_\_\_ x \$ .50 = \$ \_\_\_\_\_  
 \_\_\_\_ x \$ .25 = \$ \_\_\_\_\_  
 \_\_\_\_ x \$ .10 = \$ \_\_\_\_\_  
 \_\_\_\_ x \$ .05 = \$ \_\_\_\_\_  
 \_\_\_\_ x \$ .01 = \$ \_\_\_\_\_  
 Total Coin: \$ \_\_\_\_\_

# of Checks: \_\_\_\_\_  
 Total Checks: \$ \_\_\_\_\_

Grand Total of Deposit: \$ \_\_\_\_\_