

HIGHCREST PTO PAYPAL REFUND REQUEST

The purpose of this form is to have the committee chairs accumulate all refund requests in one place and submit them electronically to the Treasurer for processing.

Individuals seeking a refund should contact the applicable committee chair to request the refund.

Committee Chairs: Please complete the form below and **EMAIL** it to the Treasurer for processing.
Your email will serve as the “approval signature”.

Committee To Be Charged _____

	Purchaser's Name	PayPal Transaction ID	Description	Amount
	<i>Example Name</i>	<i>#3A524197R0599662Z</i>	<i>Clubs</i>	<i>\$25.00</i>
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
...				

Treasurer

Kara Lesperance
835 Greenwood Ave
Wilmette, IL 60091

To be completed by Treasurer:

Date Refunded _____

Refund Method _____

treasurer@highcrestpto.org