

# PTA Petty Cash Request Form

THIS REQUEST FORM MUST BE SUBMITTED TO THE TREASURER  
AT LEAST ONE WEEK IN ADVANCE OF THE EVENT

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event name: \_\_\_\_\_ Event Date: \_\_\_\_\_

<b>REQUESTED AMOUNT: \$</b> _____	
<i>Please specify how much of each you will need in the cash box</i>	
<b>Bills</b>	
Ones	\$
Fives	\$
Tens	\$
Twenties	\$
<b>Coins</b>	
Pennies <small>(roll = \$0.50)</small>	\$
Nickels <small>(roll = \$2)</small>	\$
Dimes <small>(roll = \$5)</small>	\$
Quarters <small>(roll = \$10)</small>	\$
<i>Treasurer Use</i>	
Withdrawal Date _____	
Withdrawn from Bank \$ _____	

<b>START UP FUNDS IN CASH BOX</b>		
<i>To be filled out by Treasurer</i>		
<b>Bills</b>		
Ones	\$	
Fives	\$	
Tens	\$	
Twenties	\$	
	Bills Total	\$
<b>Coins</b>		
Pennies	\$	
Nickels	\$	
Dimes	\$	
Quarters	\$	
	Coins Total	\$
<b>Total Start Up Amount in Box</b>		<b>\$</b>

Funds provided by PTA: \$ \_\_\_\_\_ by \_\_\_\_\_

Start Up Amount Verified by (person requesting funds): \_\_\_\_\_  
Sign, date and leave form in the cash box

Individual receiving cash box funds at end of event: \_\_\_\_\_  
Signature and date of individual receiving

Date withdrawn money returned to bank \_\_\_\_\_ By: \_\_\_\_\_

**Attach Bank Withdrawal Slip to back of form**