

HORN ACADEMY PTO

Request for Petty Cash

Procedures:

1. Please fill out form in its entirety.
2. Place Request in Treasurer's file located in the PTO file drawers in hall across from office.
3. Allow two weeks for cash to be ready.
4. Make note of any other needs you might have such as cash boxes, etc.

Date: _____

Amount: _____

Request Submitted By:

Name (print): _____

Committee Charged To: _____

Event: _____

Date Needed: _____

Signature: _____

Telephone Number: _____

Coins:

\$0.01 x _____ = _____

\$0.05 x _____ = _____

\$0.10 x _____ = _____

\$0.25 x _____ = _____

Total Coins _____ **\$** _____

Paper:

\$1.00 x _____ = _____

\$5.00 x _____ = _____

\$10.00 x _____ = _____

\$20.00 x _____ = _____

\$50.00 x _____ = _____

Total Paper _____ **\$** _____

Total Event Petty Cash Request _____ **\$** _____

Other Needs (cash box, calculator, pens, etc.): _____

Committee Chair Approval: _____ (signature required)

For Treasurer's Use: Date Rec'd _____ Check # _____ Date Issued _____