**Petty Cash Request Form**

Please complete and submit this form to the PTA Treasurer at least one week prior to needing funds. Funds will be given to the person requesting the cash. A separate deposit slip to return petty cash at the conclusion of your event is required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor’s Name** |  | **Date Requested:** |  |
| **Requestor’s Email:** |  | **Requester’s Phone:** |  |
| **For what purpose are funds needed?** |
|  |
| **By what date are funds needed?** |
|  |

Describe the breakdown of the funds needed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Currency Type** | **Number Requested** | **Value** | **Total Value** |
| **$20 Bills** |  | **$20.00** |  |
| **$10 Bills** |  | **$10.00** |  |
| **$5 Bills** |  | **$5.00** |  |
| **$1 Bills** |  | **$1.00** |  |
| **Roll of Quarters** |  | **$10.00** |  |
| **Roll of Dimes** |  | **$5.00** |  |
| **Roll of Nickels** |  | **$2.00** |  |
| **Roll of Pennies** |  | **$0.50** |  |

Signature of person requesting petty cash Signature of Committee Chair or Board Member

**\*\* FOR TREASURER USE ONLY \*\***

Signature of person receiving funds Date