

# Avon Grove Intermediate School PTA

## Petty Cash Request

- Please fill out this form at least one week prior to needing funds.
- Give the completed form to the PTA Treasurer for processing.
- Committee Chair signature is required.
- Funds will be given to the Committee Chair.
- Indicate petty cash amount when returned in a deposit.

Funds requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide your phone number in case of questions: \_\_\_\_\_

Date the funds are needed by: \_\_\_\_\_

What event are the funds for? \_\_\_\_\_

Indicate the breakdown of the requested funds:

Bills/Coins	# of Bills or Rolls of Coins	Total Dollar Amount
<b>\$20 bills</b>		\$
<b>\$10 bills</b>		\$
<b>\$5 bills</b>		\$
<b>\$1 bills</b>		\$
<b>Quarters</b> (\$10 per roll)		\$
<b>Dimes</b> (\$5 per roll)		\$
<b>Nickels</b> (\$2 per roll)		\$
<b>Pennies</b> (\$.50 per roll)		\$
	<b>Total Amount</b>	\$

\_\_\_\_\_  
Signature of person requesting petty cash

\_\_\_\_\_  
Signature of Committee Chair or Officer

### For Treasurer Use Only

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Signature of person receiving funds: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_