

Request for Petty Cash from the Forwood PTA Treasury

Please fill out the top half of the form and place in the manila envelope marked "PTA Treasurer" at least 1 week prior to the event.

Name of committee: _____

Name of event: _____

Person requesting cash: _____

Email address: _____

Amount of cash requested:

\$1s: _____

\$5s _____

\$10s _____

Coins: _____

Total _____

Date and time needed by: _____

Signatures at time of hand-over of petty cash prior to event:

Committee person: _____ Date: _____

Treasurer: _____ Date: _____

Signatures at time of petty cash return after the event:

Committee person: _____ Date: _____

Treasurer: _____ Date: _____

TREASURER USE ONLY

Date of cash withdrawal: _____

Account: _____

Amount: _____