

Petty Cash Request

Sunny Hills Elementary PTA

INSTRUCTIONS: Please complete all un-shaded portions of form. Send Request to [PTA Treasurer](#) at least one week prior to need. Form must be signed by the requesting PTA Committee Chair, AND a member of the PTA Board. If you need assistance, or have questions, please contact the [PTA Treasurer](#).

Detail of Expense

Program: _____

Requested By: _____

Phone Number: _____ Amount Requested: _____

Cash/Denomination Request Details:

Pennies: _____ Ones: _____

Nickels _____ Fives: _____

Dimes: _____ Tens: _____

Quarters: _____ Twenties: _____

Signature

Date

Funds Received By Signature

Amount: _____

Printed Name: _____ Phone Number: _____

Signature

Date

** Note: It is the responsibility of the person receiving the funds to return the funds in full. **

Funds Returned By Signature

Amount: _____

Printed Name: _____ Phone Number: _____

Signature

Date

** Include Cash Counting Form with Returned Funds **

PTA Treasurer's Use Only

Withdrawal Date: _____

Amount: _____

Redeposit Date: _____

Amount: _____