

John G. Dinkelmeyer PTA

everychild. onevoice.

2100 Waltoffer Avenue, North Bellmore, New York 11710-1034



PETTY CASH BOX REQUEST AND RETURN FORM

1) USE THIS FORM TO REQUEST PETTY CASH BOX. FILL SECTIONS #1-5 AND SUBMIT TO THE PTA TREASURER WITH AT LEAST 48 HOURS NOTICE PRIOR TO EVENT. PTA TREASURER WILL DELIVER PETTY CASH BOX TO EVENT OR MAKE ALTERNATE DELIVERY ARRANGEMENTS. 2) BEFORE STARTING EVENT, PETTY CASH MUST BE COUNTED AND VERIFIED BY TWO PTA MEMBERS WITH SECTION #6 COMPLETED. 3) WHEN RETURNING PETTY CASH, PLEASE TRY TO GIVE THE SAME DENOMINATIONS THAT WERE GIVEN TO YOU IF POSSIBLE. THIS MUST BE COUNTED AND VERIFIED BY TWO PTA MEMBERS, FILL IN SECTION #7, AND RETURN THIS COMPLETED FORM.

PLEASE CONTACT THE PTA TREASURER FOR REQUEST OR SUBMISSION: JGDPTATreasurer@gmail.com

1. REQUEST TYPE (check one or enter 'x'):

<input type="checkbox"/> Event	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other _____
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2. EVENT REQUESTOR INFORMATION:

Date Needed	Time Needed	Name	Email Address	Phone Number

3. EVENT NAME:

EVENT DATE:

4. REQUESTED CASH AND COINS AMOUNT:

Quantity	Bills	=	Total		Quantity	Coins	=	Total
	X \$1.00	=				X \$0.01	=	
	X \$5.00	=				X \$0.05	=	
	X \$10.00	=				X \$0.10	=	
	X \$20.00	=				X \$0.25	=	
	X \$50.00	=				X \$0.50	=	
	X \$100.00	=				X \$1.00	=	
TOTAL CURRENCY \$					TOTAL COINS \$			

5. REQUESTOR SIGNATURE

DATE SUBMITTED

6. COUNTED AND VERIFIED BY TWO PTA MEMBERS BEFORE STARTING EVENT:

NAME	SIGNATURE	EMAIL ADDRESS	PHONE NUMBER	DATE
1)				
2)				

7. COUNTED AND VERIFIED BY TWO PTA MEMBERS AFTER EVENT:

RETURNED CASH AND COINS AMOUNT:

Quantity	Bills	=	Total		Quantity	Coins	=	Total
	X \$1.00	=				X \$0.01	=	
	X \$5.00	=				X \$0.05	=	
	X \$10.00	=				X \$0.10	=	
	X \$20.00	=				X \$0.25	=	
	X \$50.00	=				X \$0.50	=	
	X \$100.00	=				X \$1.00	=	
TOTAL CURRENCY \$					TOTAL COINS \$			

NAME	SIGNATURE	EMAIL ADDRESS	PHONE NUMBER	DATE
1)				
2)				

TREASURER USE ONLY

Amount Requested \$ _____ Date Requested _____ PTA Treasurer Signature _____

Amount Received \$ _____ Date Received _____ PTA Treasurer Signature _____

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