



PETTY CASH REQUEST FORM

I'M IN! We're ALL IN for our kids!

EVENT (This is a request for funds for the following event): _____

NOTE: This expenditure must be approved by the board.

DATE REQUESTED: _____ DATE NEEDED: _____

REQUESTED BY: _____ Teacher Parent

PAYMENT TO: _____ Cash One-Time Payment

PURPOSE: _____

PETTY CASH NEEDED TO START THE CASH REGISTER(S): _____

EDUCATIONAL IMPACT: Grade(s) Specific _____ Number of Students _____ Entire School

ADDITIONAL COMMENTS: _____

SIGNATURE (Requester)

DATE

COINS

Pennies (One Roll is \$0.50) \$ _____

Nickels (One Roll is \$2.00) \$ _____

Dimes (One Roll is \$5.00) \$ _____

Quarters (One Roll is \$10.00) \$ _____

TOTAL COINS \$ _____

CURRENCY

Ones \$ _____

Fives \$ _____

Tens \$ _____

Twenties \$ _____

TOTAL CURRENCY \$ _____

FOR BOARD USE ONLY

BOARD DECISION: _____ Approved Declined

REVISED: _____ Approved Declined

REQUEST FOR ADDITIONAL INFORMATION: _____

REQUESTER ADVISED: _____ BY: _____ DATE: _____