

Crabapple Middle School PTA

Request for Cash Box Funds

Please put this completed form in the Treasurer's Folder in the PTA file drawer with the appropriate approval.

Cash box advances are applicable when a PTA event/activity requires start up 'change' for the event/activity. Please indicate the total amount requested as well as how you wish the total amount to be broken down.

Requester completes this section:

Date of Request: _____

Person requesting: _____

Amount of Cash/Change Advance: _____ Phone #: _____

Event Cash needed for: _____

Date of Event: _____

Budget to be charged against: _____

Break down of Cash: (indicate dollar value of each denomination requested, this should total the above total amount of cash requested)

Twenties _____ Tens _____ Fives _____ Ones _____ Quarters _____ Dimes _____ Nickels _____ Pennies _____

Signature of Requester: _____

Notice

Approval must be obtained and is required before the Treasurer will issue Cash Box funds.

PTA President Approval: _____

Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Charged to what budget item: _____

Comments: _____

Treasurer's Signature: _____