

# PTA Petty Cash Request Form

2020 - 2021 Sharon School PTA

Date Submitted: \_\_\_\_\_ PTA Committee: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_  
Please Print and Sign Your Name

Approved By: \_\_\_\_\_ Phone: \_\_\_\_\_  
Please Print and Sign Your Name

**(Request must be approved by Committee Chair or a member of the PTA Board of Directors before it will be withdrawn)**

## Petty Cash Amount

Reason for Petty Cash/Breakdown of \$ Requested		Total
1		\$
2		\$
3		\$
4		\$
<b>Total Amount Requested</b>		\$

**Directions for completing this form:**

1. Use this form if YOU, a PTA member, are requesting Petty Cash for a school event.
2. Two signatures are required: person submitting request and second signature by your Committee Chair. If you are a Committee Chair then second signature must be by your Council Chair.
3. Submit form (in "Completed Check Request" folder) in PTA file cabinet and **allow one week for turnaround.**
4. If you need a rush withdrawal please contact Becca Klamfoth at 803-622-6549.