

# PTA Petty Cash Request Form

2021 - 2022 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**(Request must be approved by Committee Chair or a member of the PTA Board of Directors before it will be withdrawn)**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		\$
Total Amount Requested		\$

### **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 via email to [finance@sharonschoolpta.org](mailto:finance@sharonschoolpta.org) and allow one week for turnaround.**
4. If you need a rush withdrawal please contact Katie Sarjeant at 704-778-2925.