

 **NORTH HS PTO**

**PETTY CASH REQUEST**

**Directions**: Complete this form in its entirety and submit at least two weeks prior to event to JoAnn Cassell one of three ways:

1. Mail to: 506 Bradley Circle, St. Charles, IL 60174.
2. Drop off at school office for PTO mailbox.
3. Hand it directly to the Treasurer at PTO meeting.

Requester Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone # or Email (if questions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_

Total Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bills/Coins Requested:

$20 x \_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_

$10 x \_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_

$5 x \_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_

$1 x \_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_

$.25 x \_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_

Total = $\_\_\_\_\_\_\_\_\_

Verified and Paid by PTO Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by PTO Pres or Vice Pres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_