

Penn London Elementary School PTA
Petty Cash Request Form

-
- Please fill out this form completely allowing 7-10 days for processing
 - Committee Chair Signature is Required
 - Please email the treasurer at Law41500@verizon.net when form is complete
 - Place the completed form in the Treasurer's Bin in the Office Copy Room

Funds Requested By: _____ Phone Number: _____

Event Petty Cash being Requested For _____

Include the breakdown of Petty Cash being Requested:

Bills/Coins	Number of Bills/Coins	Total Dollar Amount
\$20 Bills		\$
\$10 Bills		\$
\$5 Bills		\$
\$1 Bills		\$
Quarters (\$10 per roll)		\$
Dimes (\$5 per roll)		\$
Nickels (\$2 per roll)		\$
Pennies (\$0.50 per roll)		\$
	Total Amount	\$

Signature of Committee Chairperson

Signature of Executive Officer