**Leonardo da Vinci School PTO**

**Request for Petty Cash**

*Petty Cash amount may not exceed $200.00*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print

Reason for petty cash request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Indicate denominations needed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Roll of Quarters ($10) | Yes / No | $5s | $ \_\_\_\_\_\_\_\_\_\_\_\_ | **Total:** |
| $1s | $ \_\_\_\_\_\_\_\_\_\_\_\_ | $10s | $ \_\_\_\_\_\_\_\_\_\_\_\_ | **$ \_\_\_\_\_\_\_\_\_\_\_\_** |

*For Treasurer Use Only:*

|  |  |
| --- | --- |
| Request Received Date: |  |
| Received By: |  |
| Amount Approved: |  |
| Approved By: |  |
| Petty Cash Provided To: |  |

**At the end of sales, money must be verified by 2 people prior to returning to treasurer.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quarters | $ \_\_\_\_\_\_\_\_\_\_\_ | $10s | $ \_\_\_\_\_\_\_\_\_\_\_ | Cash Total | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| $1s | $ \_\_\_\_\_\_\_\_\_\_\_ | $20s | $ \_\_\_\_\_\_\_\_\_\_\_ | Check Total | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| $5s | $ \_\_\_\_\_\_\_\_\_\_\_ | $50s | $ \_\_\_\_\_\_\_\_\_\_\_ | **Grand Total** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Net Income: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Grand total minus petty cash)

Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter Signature

Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter Signature

Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_