

June 3, 2015

**BEDFORD MIDDLE SCHOOL PTA - 2015-2016
CASH BOX/PETTY CASH REQUEST FORM**

NAME: _____ DATE: _____

PTA EVENT/PROGRAM: _____

EMAIL: _____ PHONE #: _____

Do you require a CASH BOX ? YES/NO

Do you require a PETTY CASH advance for the event? YES/NO

If petty cash is required please indicate the total amount and quantity of notes below:

| | |
|----------------|-------------------------------|
| Quantity _____ | X \$1.00 = SUBTOTAL \$ _____ |
| Quantity _____ | X \$5.00 = SUBTOTAL \$ _____ |
| Quantity _____ | X \$10.00 = SUBTOTAL \$ _____ |
| Quantity _____ | X \$20.00 = SUBTOTAL \$ _____ |

PETTY CASH TOTAL: \$ _____

Please return this form to the treasurer, Eugenie ten Cate at emctencate@gmail.com ONE WEEK before you require the cash box & petty cash.

Please note:

- the MAXIMUM petty cash advance is \$100
- For an event with one day ticket sales, petty cash should be submitted with the completed deposit form to the Assistant Treasurer, Andrea Moore, within 24 hours of the ticket sales.
- For an event involving ticket sales over multiple days petty cash should be submitted for deposit on the last day of sales.
- The cash box and petty cash should be returned with your completed deposit form.