

Eubanks Intermediate School PTO

Petty Cash Request

Allow 7 days lead time for requests

Name of person requesting cash: _____

Committee: _____

Date Needed: _____

Bills Needed: **Total Amount**

Ones _____ x \$1.00 _____

Fives _____ x \$5.00 _____

Tens _____ x \$10.00 _____

Twenties _____ x \$20.00 _____

Total \$ Bills: _____

Total monies received: _____

Date received: _____

Committee chair signature: _____

Petty cash returned by: _____

Date returned: _____

Signature: _____

Signature of treasurer: _____

Date received: _____