



RIVERWATCH PTSO PETTY CASH REQUEST/RECEIPT 2019 - 2020

Petty Cash Request:

Person requesting: _____ Date: _____

Phone number: _____ Email: _____

Reason Petty Cash is needed: _____

Date/time needed by: _____

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
					Total Coins \$ _____

Currency	_____	X	1.00	=	_____
	_____	X	5.00	=	_____
	_____	X	10.00	=	_____
					+ Total Currency \$ _____
					= Total Amount of Petty Cash requested \$ _____

Note: Please complete form at least 5 business days prior to your event. After this form is completed, please place in the PTSO mailbox in the front office and notify the president via email at RiverwatchMSPTSO@gmail.com. Petty cash will be delivered to RMS and placed in the PTSO cash box in the school vault before your event. Thank you!

Signature of requester: _____

PTSO President approval: _____ Date: _____

Petty Cash Receipt: (signature of two verifiers required - cannot be related and cannot be the treasurer)
By signing this form, you are certifying that these funds were received and properly accounted for.

Signature: _____ Signature: _____

Date: _____ Date: _____

FOR TREASURER'S USE ONLY

Date issued: _____ Check number: _____

Comments: _____

Treasurer's signature: _____