

# LONGFELLOW P.T.O

## PETTY CASH FORM

Committee: \_\_\_\_\_

Chairman: \_\_\_\_\_

TOTAL AMOUNT REQUESTED:

### OFFICE USE ONLY:

Date Paid: \_\_\_\_\_

President Initials: \_\_\_\_\_

Treasurer initials: \_\_\_\_\_

SIGNATURE REQUIRED: \_\_\_\_\_

REQUESTED DATE (MM/DD/YYYY): \_\_\_\_\_

CASH NEEDED BY (MM/DD/YYYY): \_\_\_\_\_

All requests should be made at least **one week** before the event.

*Requests will not be accommodated same day of event.*

Please send an email to [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com) for any questions or concerns

### **Please Fill Out Where Applicable:**

Please face and group bills by denomination

TOTAL CURRENCY NEEDED: \$ \_\_\_\_\_

ones \$ \_\_\_\_\_

twenties \$ \_\_\_\_\_

fives \$ \_\_\_\_\_

fifties \$ \_\_\_\_\_

tens \$ \_\_\_\_\_

hundreds \$ \_\_\_\_\_

TOTAL COINS NEEDED: \$ \_\_\_\_\_

pennies \$ \_\_\_\_\_

dimes \$ \_\_\_\_\_

nickels \$ \_\_\_\_\_

quarters \$ \_\_\_\_\_