

# Stillwater Elementary PTSA

## Petty Cash & Cashier Request Form

**Fill Out Grey Boxes and Turn Form into Cashier Lead**

<b>Event:</b>		<b>Date of Event:</b>	
<b>Amount Requested</b>		<b>Budget Line Item:</b>	Petty Cash
<b>Requested By</b>			
<b>Description of Petty Cash:</b>			
<b>Other Cashier Items Needed:</b>			
<b>Submitted By</b>		<b>Date Submitted:</b>	

*To be filled out by Lead Cashier*

### PETTY CASH CHECK REQUEST FORM

**Date:** \_\_\_\_\_  
**Budget Line Item:** Petty Cash  
**Requested By:** \_\_\_\_\_  
**Make Check Payable To:** \_\_\_\_\_

Budget Line Item	Vendor	Item Description	Amount
			<b>TOTAL</b>

Requested by Signature: \_\_\_\_\_ Date \_\_\_\_\_

President Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*must be signed by the President and the person requesting reimbursement

<b>For Treasurer Only:</b>	
Date Received: _____	Check #: _____
Date Check Written: _____	Check Amount: _____
Treasurer Signature: _____	
Notes: _____	