



## Stillwater Elementary PTSA Petty Cash Request

Date of Request:	
Event Title:	
Event Chair:	
Request Submitted By:	
Date of Event and Start Time:	

### Cash Box Request:

No. of Cash Boxes Requested:											
Cash Total:	\$										
	Denomination Breakdown:										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Denomination</th> <th style="width: 40%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>\$20</td> <td></td> </tr> <tr> <td>\$10</td> <td></td> </tr> <tr> <td>\$5</td> <td></td> </tr> <tr> <td>\$1</td> <td></td> </tr> </tbody> </table>	Denomination	Quantity	\$20		\$10		\$5		\$1	
	Denomination	Quantity									
	\$20										
	\$10										
	\$5										
\$1											
Change Total:	\$										
	Denomination Breakdown:										
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	Dime										
	Nickel										
Penny											

### Square Request:

Number of Squares: <i>*up to 3</i>													
Square Details:	<i>*Below please indicate each item for sale and unit price. For bake sale you might enter \$1 and \$2 items. For something like spiritwear where there are a lot of options please mark it "open" and the cashier will enter the amount.</i>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Item Description:</th> <th style="width: 30%;">Price:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Item Description:	Price:										
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