



RIVER TRAIL PTO

PETTY CASH REQUEST

This section to be completed and submitted to the Treasurer at least **10 days** before the activity.

SUBMITTED BY	CONTACT PHONE NUMBER	DATE AND TIME CASH IS REQUIRED	
ACTIVITY	BUDGET LINE/COMMITTEE	TOTAL AMOUNT REQUIRED	
		\$	

COINS			AMOUNT
	X	.01	\$
	X	.05	\$
	X	.10	\$
	X	.25	\$

SUBTOTAL 1 \$

NOTES			AMOUNT
	X	\$1.00	\$
	X	\$5.00	\$
	X	\$10.00	\$
	X	\$20.00	\$
	X	\$50.00	\$
	X	\$100.00	\$

SUBTOTAL 2 \$

(SUBTOTAL 1 + SUBTOTAL 2) TOTAL \$

Signature of requestor:	
Vice President authorization:	

This section to be completed upon receipt of petty cash.

Received by: (sign)	
Received by: (print name)	
Date received	
Captured	