

Avon High School Parent Action Committee

Petty Cash Request

- Please fill out this form at least one week prior to needing funds.
- Give the completed form to the PAC Treasurer for processing.
- Signature is required.
- Funds will be given to the person requesting the cash.
- Indicate petty cash amount when returned in a deposit.
- Areas shaded in gray are REQUIRED.

Funds requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide your phone number in case of questions: \_\_\_\_\_

Date the funds are needed by: \_\_\_\_\_

What event are the funds for? \_\_\_\_\_  
 \_\_\_\_\_

Describe the breakdown of the funds:

Bills/Coins	Number of Bills OR Rolls of Coins	Total Dollar Amount
\$ 20 bills		\$
\$ 10 bills		\$
\$ 5 bills		\$
\$ 1 bills		\$
Quarters ( \$ 10 per roll)		\$
Dimes ( \$ 5 per roll)		\$
Nickels ( \$ 2 per roll)		\$
Pennies ( \$ 0.50 per roll)		\$
	<b>Total Amount</b>	<b>\$</b>

\_\_\_\_\_  
 Signature of person requesting petty cash

\_\_\_\_\_  
 Signature of Committee Chair or Officer

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 For Treasurer Use Only

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Signature of person receiving funds \_\_\_\_\_ Date: \_\_\_\_\_