

ARDSLEY PTA PETTY CASH FORM

Petty cash requests must be submitted **at least one week** prior to the date funds are needed. Completed requests can be emailed to Thomas Hay, PTA Treasurer at treasurer@ardsleypta.org.

For rush requests, a check will be written to your name for you to cash in the denominations you need.

Name: _____

Email: _____

Phone: _____

Fundraising Event: _____

Date petty cash needed: _____

Amount of cash requested:

\$20s _____

\$10s _____

\$5s _____

\$1s _____

Quarters _____

TOTAL: _____

Number of cash boxes: _____

For Treasurer:

Date of Payment / Check #: _____

Date Cash Returned: _____