Petty Cash Request Form:

Requested By: _____

Date: _____

School Year: _____

Amount: _____

Petty Cash Type (choose one): **One Time** ☐ **Blanket/Recurring** ☐ **School Office** ☐

Payable to: _____

Date Needed: _____

Check to be: **Picked up at the DAO** ☐ **Delivered to (Building):** ☐ _____

Event/Program Name: _____

Event Contact: _____

Event Date: _____

Account String (preferred) or Budget Name: _____

Special/Grant Funded? Y ☐ N ☐ If yes, Name of Special/Grant Funding: _____

Responsibilities after Petty Cash check is received and spent:

1. Once any funds are spent, complete a **Petty Cash Report (next page)** with the following details:
    - Purchase Order # of original Petty Cash check
    - Name (of person who received Petty Cash)
    - Payable to (if purchases exceeded original Petty Cash check amount and a second reimbursement check is needed)
    - Beginning balance (amount of Petty Cash received)
    - Event Name & Date
    - Receipt Details (each receipt should have its own information line on the table):
        - Date of Purchase
        - Vendor
        - Description of purchased items
        - Amount
    - Total of all receipts
    - Remaining cash on hand
    - Final total (should equal beginning balance)
2. Attach all receipts and any remaining cash
3. Submit to your building secretary for processing

Confirmation of Responsibilities: I confirm that I understand the responsibilities of receiving petty cash and submitting a Petty Cash Report. I also understand that I am personally responsible for all receipts and any lost petty cash. **Signature:** _____

Petty Cash Report:

Purchase Order #: _____

Payable to Name: _____

Beginning Balance: _____

Event Name & Date: _____

Date: _____

Submitted By: _____

DATE OF PURCHASE	VENDOR	PURCHASE DESCRIPTION	AMOUNT
		TOTAL RECEIPTS:	$ 0.00
		CASH ON HAND:	
		FINAL TOTAL (should equal beginning balance):	$ 0.00

_____
Signature

_____
Date

Remember to attach all receipts to this form

DATE OF PURCHASE	VENDOR	PURCHASE DESCRIPTION	AMOUNT

Final Total displayed on 1st page