

**Northview High School PTSA
Petty Cash Request**

Activity: _____

Date of activity: _____ Location of activity: _____

Date and time cash required: _____

Submitted by: _____

Contact phone number: _____

Budget Line Item: _____ Total amount required: \$ _____

Break down of cash in denominations:

ones (bundles of 50): _____ pennies (rolls of 50 - \$.50): _____

fives: _____ nickels (rolls of 40 - \$2): _____

tens: _____ dimes (rolls of 50 - \$5): _____

twenties: _____ quarters (rolls of 40 - \$10): _____

Received by (sign): _____

Treasurer (sign): _____

Date received: _____

Please note the following Georgia State PTA bylaws regarding the disbursement of PTSA funds:

Petty cash may be obtained up to 24 hours in advance of the event, unless the event falls in a period during which the local PTSA bank is closed. In this event, the petty cash may be obtained 24 hours prior to the bank's closing.

The chairman of any fund raising activity is responsible for seeing that the treasurer receives all revenue immediately after completion of the activity. This includes both cash advances and revenues from the event. The treasurer and another person should count the monies received and both should sign a statement verifying the amount. (see "Income" form). Even if the project is a continuing one, all monies should be deposited **daily** in the local PTSA account. **Never deposit any money in anyone's personal account, in the school account, or leave the money in the school building or in someone's home.**