

# PSE PTA Cash Request Form

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Requested By: \_\_\_\_\_

Currency Value	Total \$ Amount	Number
\$20.00 bills		
\$10.00 bills		
\$5.00 bills		
\$1.00 bills		
Quarters (\$10/roll)		
Dimes (\$5.00/roll)		
Nickels (\$2.00/roll)		
Pennies (\$0.50/roll)		

PTA Committee: \_\_\_\_\_ PTA Event: \_\_\_\_\_

Received By: \_\_\_\_\_ \$ Amount Received: \_\_\_\_\_

**Treasurer Use Only: Check#: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_**

## PTA Check Request Form

Payee: Cash \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Request Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Reason for Expense:  
\_\_\_\_\_

Chairperson Signature: \_\_\_\_\_

Committee/Account: \_\_\_\_\_

Approval of Request: \_\_\_\_\_  
(PTA President or President –Elect)

*For Treasurer Use:*  
 Date: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Account: \_\_\_\_\_  
 Sent: \_\_\_\_\_

***For Treasurer's Use and Audit Purposes only:***

Total \$ Amount Received: \_\_\_\_\_

Amount Deposited on (date): \_\_\_\_\_

Deposit #: \_\_\_\_\_