

Wakefield Middle School PTSA
PETTY CASH BOX REQUEST FORM

Today's Date _____

Committee/ Activity is used for _____

Name of Person Requesting Cash _____

VP of Committee Name _____

Amount Requesting \$ _____ Date Money Needed By _____

Please notify Sylvie Daigle one week in advance with paperwork. Please count money and sign form, indicating receipt of funds. You will be responsible for this money after signing for it.

Cash, boxes, received monies will not be left at the school overnight nor will they be taken home. Monies will be deposited nightly. All monies turned over to Sylvie must be counted by two people, as well as a Funds Received form filled out and signed. **Remember to account for the original monies placed in box.**

Currency	Number of Bills	Total Amount
\$1		
\$5		
\$10		
Total of all Currency Received		\$

COINS	Number of Coins	Total
25¢		
10¢		
5¢		
1¢		

Total Amount Received \$ _____ Date Received _____

Name of Person Receiving Funds _____

Signature of Person Receiving Funds _____

Signature of Treasurer _____