

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		
<b>Total of all Currency Received</b>		<b>\$</b>

COINS	Number of Coins	Total
<b>25¢</b>		
<b>10¢</b>		
<b>5¢</b>		
<b>1¢</b>		

Total Amount Received    \$ \_\_\_\_\_        Date Received \_\_\_\_\_

Name of Person Receiving Funds \_\_\_\_\_

Signature of Person Receiving Funds \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_