



Brennen Elementary School

Petty Cash Request & Deposit Form

Date Requested: _____

When & Where Cash Box is Needed: _____

Committee Member Name: _____

Committee Name: _____

Budget Line Item: _____

Starting Petty Cash Amount: \$ _____
(for making change)

Initial Verification Completed By: _____
(print name)

Total Cash at End of Event: \$ _____

Less Starting Cash Amount: \$ _____

Total Event Revenue: \$ _____

CASH	QUANTITY	TOTAL	INITIAL
\$ 20.00	5	\$ 100.00	
\$ 10.00	5	\$ 50.00	
\$ 5.00	10	\$ 50.00	
\$ 1.00	10	\$ 10.00	
\$ 0.01	0	\$ 0.00	
\$ 0.05	0	\$ 0.00	
\$ 0.10	0	\$ 0.00	
\$ 0.25	0	\$ 0.00	
TOTAL CASH REQUESTED:		\$ 210.00	

Counted By: _____
(print name)

Verified By: _____
(print name)

Petty Cash Directions:

- 1) The person requesting a cash box fills in the pink shaded cells for the amount of money needed in petty cash.
- 2) Send the completed form to the Treasurer or Treasurer-Elect, who will obtain cash & cash box for the requested event.
- 3) An authorized volunteer at the start of the event verifies the cash in the box before the event begins and initials where indicated above (in pink shaded cells).
- 4) At the end of the event, two (2) authorized volunteers count the remaining cash and records it above.
- 5) The volunteer should then turn the money and this form over to the Treasurer or Treasurer Elect to be deposited.