

**Frances Hazel Reid Elementary PTA**  
**Cashbox Management Form**  
 For the year ending June 30, 2018

(For PTA Treasurer's Use Only)	
Date requested:	_____
Date withdrawn:	_____
Date deposited:	_____

Please place the completed form, ATTN: Stacie A. Yamin, in the PTA mailbox in the FHR office. Please also contact me directly at saa37@hotmail.com at least one week before the scheduled event to ensure a timely response.

**Petty Cash Requested by:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Credit Card Reader Requested:**                      Yes    No                      (Please circle one.)

<b>Part I: Funds Requested from Treasurer</b>	
<u>Currency:</u> \$1s: _____ \$5s: _____ \$10s: _____ \$20s: _____	<u>Coins:</u> Pennies (rolls of 50): _____ Nickels (rolls of 40): _____ Dimes (rolls of 50): _____ Quarters (rolls of 40): _____
<b>Total amount requested:</b> \$ _____	

<b>Part II: Cash Received from Treasurer</b>	
<b>Amount received:</b>	\$ _____
<b>Cash received by:</b>	
_____	_____
Printed name	Signature
	Date received

<b>Part III: Funds Returned to Treasurer:</b>	
<u>Cash:</u> Coins        \$ _____ Currency    \$ _____ Total Cash   \$ _____	<u>Checks:</u> # of Checks: _____ Total sum of checks: \$ _____ Please attach list all check numbers (with amounts) to form
<b>Total amount returned:</b> \$ _____	
<b>Cash returned by:</b>	
_____	_____
Printed name	Signature
	Date returned