



REQUEST FOR PETTY CASH

Please complete this form and submit directly to the Treasurer at least 2 weeks prior to event.

*Please **RETAIN COPIES** of this completed form.*

*Any questions or concerns, please contact Dorene Greenberg * speaktodo@aol.com*

Date of Request: _____

Date of Event: _____

Name of Event: _____

Name of Person Requesting Funds: _____

Signature of Person Requesting Funds: _____

Amount Requested: \$ _____

Approved by: _____

**** FOR TREASURER USE ONLY ****

Amount Paid: \$ _____

Date Received: _____

Date Paid: _____

Check # _____

Category: _____