



## Mark Twain Petty Cash Form

- Instructions:
1. Fill all fields of the form below; incomplete forms will not be processed. **PLEASE PRINT!**
  2. Staple the original receipts to the form.
  3. Place the form and receipts in the Treasures box in the Parent Workroom. **DO NOT** email forms to the treasurer. Only forms left in the workroom will be processed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Budget expense is to be charged to: \_\_\_\_\_  
(Please choose from the categories listed at the bottom of the page)

Total amount of advance \$ \_\_\_\_\_

Event Date cash is needed for \_\_\_\_\_

What is the best way to contact you to arrange for pickup / drop off?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Denominations required  
 \_\_\_\_\_  
 \_\_\_\_\_

Chairman Approval \_\_\_\_\_  
 (Required for Huckleberry Bash and Spooky Spaghetti)

**Budget Categories:**

Revenue Generating Expenses	Expenses	Funds
Huckleberry Bash	International Events	5 <sup>th</sup> Grade
Sally Foster	Staff Appreciation	Teacher Supply
Membership	Hospitality	Strategic Planning
Spooky Spaghetti	Facilities / Safety	Classroom Socials
Dads Club	Recruiting	Mark Twain
Book Fair	Parent Education	
School Store	Arts Enrichment	
Bingo	PTO President	
Yearbook	Bank Fees	
Directory	Treasurer Supplies	
5 <sup>th</sup> Grade Fundraising	Website Maintenance	
	Dual Language	
	Grade Rep Funds	

Signature \_\_\_\_\_