



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 th 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 th Grade Fundraising | Website Maintenance | |
| | Dual Language | |
| | Grade Rep Funds | |

Signature _____