



# RIVERWATCH PTISO PETTY CASH REQUEST/RECEIPT 2021 - 2022

**Petty Cash Request:**

Person requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason Petty Cash is needed: \_\_\_\_\_

Date/time needed by: \_\_\_\_\_

<b>Coins</b>	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
					<b>Total Coins \$</b> _____

<b>Currency</b>	_____	X	1.00	=	_____
	_____	X	5.00	=	_____
	_____	X	10.00	=	_____
					<b>+ Total Currency \$</b> _____
					<b>= Total Amount of Petty Cash requested \$</b> _____

*Note: Please complete this form at least 5 business days prior to your event. After this form is completed, please place it in the PTISO mailbox in the front office and notify the president via email at [RiverwatchMSPTISO@gmail.com](mailto:RiverwatchMSPTISO@gmail.com). Petty cash will be delivered to RMS and placed in the PTISO cash box in the school vault before your event. Thank you!*

Signature of requester: \_\_\_\_\_

PTISO President approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Petty Cash Receipt:** (signature of two verifiers required - cannot be related and cannot be the treasurer)  
*By signing this form, you are certifying that these funds were received and properly accounted for.*

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**FOR TREASURER'S USE ONLY**

Date issued: \_\_\_\_\_ Check number: \_\_\_\_\_

Comments: \_\_\_\_\_

Treasurer's signature: \_\_\_\_\_