

# WILSON CREEK ELEMENTARY PTA

## Petty Cash Request/Replenishment Form

To request petty cash for your event, complete this form and return it to the Treasurer at least one week before the event. The treasurer writes a check payable to the requestor and returns it with a copy of this form. The requestor cashes the check up to 24 hours\* before the event. When the event is complete, the requestor returns the petty cash to the Treasurer and signs this form to indicate that the funds have been returned.

Activity: \_\_\_\_\_ Date of activity: \_\_\_\_\_

Requested By: \_\_\_\_\_ Requestor's phone #: \_\_\_\_\_

**Petty Cash required: \$** \_\_\_\_\_.

*For Treasurer's Use Only*

Check Number: \_\_\_\_\_ Payee: \_\_\_\_\_

Check Date: \_\_\_\_\_ G/L Entry Date: \_\_\_\_\_

**Petty Cash Returned By:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**Verified By:** \_\_\_\_\_

*For Treasurer's Use Only*

Treasurer's Signature: \_\_\_\_\_

Date received: \_\_\_\_\_ G/L Entry Date: \_\_\_\_\_

**Please note the following Georgia State PTA bylaws regarding the disbursement of PTA funds.**

\*You may obtain petty cash up to 24 hours in advance of the event, unless the event falls in a period during which the local PTA bank is closed. In this event, the petty cash may be obtained 24 hours prior to the bank's closing.

The chairman of any fund raising activity is responsible for seeing that the Treasurer receives all revenue immediately after completion of the activity. This includes both cash advances and revenues from the event. The Treasurer and another person should count the monies received and both should sign a statement verifying the amount. Even if the project is a continuing one, all monies should be deposited daily in the local PTA account. *Never deposit any money in anyone's personal account, in the school account, or leave the money in the school building or in someone's home.*