

PTO PETTY CASH FORM

WEST UNIVERSITY ELEMENTARY SCHOOL



Date: _____

Cash amount: \$ _____

PTO Budget Account & Sub-account: _____

Reason for Cash: _____

New Petty Cash Custodian:

This certifies that I am receiving \$ _____ in cash, in the following denominations:

_____ in 100s _____ in 10s _____ in Quarters
_____ in 50s _____ in 5s _____ in _____
_____ in 20s _____ in 1s

I understand that by signing this form, I agree to become fully responsible for this cash. I accept the responsibility of Petty Cash Fund Custodian and certify that I will return the same amount of cash listed herein to an authorized agent of the West University Elementary School PTO.

Sign: _____

Print: _____

Relinquishing Petty Cash Fund Custodian:

I hereby relinquish Custodial authority of this Petty Cash and certify that the cash listed herein reconciles to the required Petty Cash Fund Amount.

Sign: _____

Print: _____