

Hance Elementary PTO Committee Cash Advance Request Form 2021-2022

Date: _____
 Committee: _____
 Name: _____
 Email: _____
 Phone: _____

Delivery Method: (check one)
 Pick up from Hance office
 Pick up at Hance day of event
 Arrange meeting place

Procedures:

Committee Chairs should request a cash advance when a cash register/cash box will be needed for opening the cash drawer.

The request should be made 2 weeks in advance of the date needed to enable processing.

The cash advance should be returned to the Hance PTO Treasurer(s) along with funds received from an event, unless otherwise agreed to in advance with the Hance PTO treasurer(s)

Description	Nmbr Requested	Value Per Item	Total Dollar Value Requested
Number of Penny Rolls (50 cents each)		\$0.50	
Number of Nickel Rolls (\$2.00 each)		\$2.00	
Number of Dime Rolls (\$5.00 each)		\$5.00	
Number of Quarter Rolls (\$10.00 each)		\$10.00	
Number of One Dollar Bills		\$1.00	
Number of Five Dollar Bills		\$5.00	
Number of Ten Dollar Bills		\$10.00	
Number of Twenty Dollar Bills		\$20.00	
Total Requested:			

Please sign/date here after counting/accepting money*

 Chair Person Signature Date

 Treasurer Signature Date

***By signing this agreement you acknowledge that it is your responsibility to keep this money safe at all times, to use it only for the for the purpose stated on this form and to return it to the PTO Treasurer at the conclusion of the event, unless otherwise agreed to in advance with the PTO Treasurer.**

Questions?

Treasurer: Anne Rogel & Beth Klebach

email: hancetreasurerpto@gmail.com