

South Davis PTO Form 3 - Request for Startup Cash

Please complete this form when requesting startup cash for your event. Submit the completed form to the PTO Co-Treasurer at least one week prior to the date that funds are needed. Keep a copy of the request in your Event's folder.

Requested By: _____ Phone No.: _____

Date Startup Cash Requested: _____

Event/Activity for Which Funds are Needed: _____

Total Amount Requested: \$_____ Date Funds Needed: _____

If **cash/coin** denominations requested:

Coins:	Quarters:	\$_____	Cash:	Ones:	\$_____
	Dimes:	\$_____		Fives:	\$_____
	Nickels:	\$_____		Tens:	\$_____
	Pennies:	\$_____		Twenties:	\$_____

Requestor's Signature: _____ Receive Date: _____

Please submit to:

**PTO Co-Treasurer
Attn: Natalie Joseph
via email to nat626@hotmail.com
or the PTO mailbox in the South Davis Main office.
Questions: Contact Natalie (716) 725-1401 or nat626@hotmail.com.**

For PTO Treasurer Use Only:

Start Up Funds Given To: _____

Signature: _____

Date Issued: _____

Total Amount: \$_____

Entered into Finance Manager:

Approved (signature) _____
