

WEST UNIVERSITY ELEMENTARY SCHOOL
PTO **PETTY CASH** FORM
SCHOOL YEAR 2015 – 2016



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: _____