

St. Clare School P.T.G. – PETTY CASH REQUEST



Requested By: _____

Date: _____ Total: _____

Phone: _____ *Date Needed: _____

*** Please request 7 days prior to event!**

Circle event associated with reimbursement request:

- | | | |
|--------------------------|---------------------------------|-------------------------------|
| 2101 First Day of School | 2109 Sock Hop | 2117 School Staff Hospitality |
| 2102 Wrapping Paper | 2110 Pancake Breakfast | 2118 Outreach |
| 2103 Halloween Party | 2111 Ice Cream Social | 2119 Orientation/Startup |
| 2104 VIP Day | 2112 Book Fair | 2120 Meeting Expense |
| 2105 Pasta Dinner | 2113 Last Day of School | 2121 Dinner Out |
| 2106 Annual Benefit | 2114 Innisbrook School Supplies | 2122 Cookie Dough |
| 2107 Open House | 2115 Project Cornerstone | 2123 Poinsettia |
| 2108 Jog-a thon | 2116 E-Scrip | 2190 Miscellaneous |

Describe reason for request

DESCRIPTION	QUANTITY	SUBTOTAL
\$100'S		\$
\$50'S		\$
\$20'S		\$
\$10'S		\$
\$5'S		\$
\$1'S		\$
Coins / Change		\$
Total Cash:		\$

Treasurer / President / Vice President

Date

Principal

Date

Total Amount: \$ _____

Received by: _____

Print and Initial