

**DODGEN PTSA MIDDLE SCHOOL
REQUEST FOR PETTY CASH
2007-2008**

Date of Request: _____

Date/Time Needed: _____

Your Name: _____ Phone: _____

Petty Cash Amount requested: _____

Currency/Coin Breakout: _____

Committee/Purpose: _____

Your Signature: _____

Approval Signature: _____ **Date:** _____

Oversight Officer

Cash in the amount of \$ _____ was distributed by the PTSA Treasurer on (date) _____ to the chairperson making this request. Petty cash in the amount of \$ _____ was received by the PTSA Treasurer on (date) _____

FOR TREASURER'S USE ONLY

Check #: _____ Date Issued: _____ Date Re-Deposited: _____

Charged to Budget Item: _____

Comments: _____

Signature of Treasurer: _____

Kim Smith, Treasurer
(770) 552-6663