

Avon Grove Instrumental Music Boosters Association

Petty Cash Request

- Please fill out this form at least one week prior to needing funds.
- Give the completed form to the Treasurers for processing.
- Committee Chair signature is required.
- Funds will be given to the Committee Chair.
- Indicate petty cash amount when returned in a deposit.
- Areas shaded in gray are REQUIRED.

Funds requested by: _____ Date: _____

Please provide your phone number in case of questions: _____

Date the funds are needed by: _____

What event are the funds for? _____

Cash Boxes Required: _____

Describe the breakdown of the funds:

Bills/Coins	Number of Bills OR Rolls of Coins	Total Dollar Amount
\$ 20 bills		\$
\$ 10 bills		\$
\$ 5 bills		\$
\$ 1 bills		\$
Quarters (\$ 10 per roll)		\$
Dimes (\$ 5 per roll)		\$
Nickels (\$ 2 per roll)		\$
Pennies (\$ 0.50 per roll)		\$
	Total Amount	\$

Signature of person requesting petty cash

Signature of Committee Chair or Officer

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For Treasurer Use Only

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Signature of person receiving funds \_\_\_\_\_ Date: \_\_\_\_\_