

Mission San Jose Elementary School Parent Teacher Club Cash Box Startup Fund Request Form

Please fill out this form at least ten (10) days prior to the event and submit to the PTC treasurer's mail box. Then notify treasurers via email of your request: Victor Ma (victormma@yahoo.com) Shubhangi Vaidya (vaidyashubhangi@yahoo.com)

Requested Amount: \$ Date: _____ / _____ / 201_____

Requestor Information: Name: _____
Email: _____
Address: _____
City/State/Zip: _____
Signature: X _____

Event Information: Date of Event: _____ / _____ / 201_____
Name of Event: _____

Denominations Needed

\$ _____ in pennies \$ _____ in dimes
\$ _____ in nickels \$ _____ in quarters
Total Change \$ _____

\$ _____ in singles \$ _____ in tens
\$ _____ in fives \$ _____ in twenties
Total Bills \$ _____

Chairperson
Name: _____ Signature: X _____

Witness Name
Name: _____ Signature: X _____

Funds delivered by _____ on ____/____/201_____
Funds received by _____ on ____/____/201_____

PTC Treasurer

- Please give the activity Chair Person a copy of the completed form
- Please attach Bank of America Cash Withdraw Slip to this form
- Please file this as record
- Chair Person will need to reconcile this as part of the activity's expense