



# Beck Family Volunteers Petty Cash Request Form

Please fill in completely!

Place all requests in the **Ways and Means Mailbox** in the school's office. Allow one week for petty cash to be processed and ready for your upcoming event/fundraiser. Petty Cash **MUST BE** delivered in person and under no circumstances can it left in a mailbox or sent home with.

Event/Fundraiser Name: \_\_\_\_\_ Event/Fundraiser Date: \_\_\_\_\_

Location of Event/Fundraiser: \_\_\_\_\_

Committee Chairpersons:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Person Requesting Petty Cash:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Date Petty Cash Requested: \_\_\_\_\_ Date Petty Cash Needed: \_\_\_\_\_

Amount of Coin Rolls Needed:

Pennies \$.01 (1 Roll = \$.50)	
Nickels \$.05 (1 Roll = \$2.00)	
Dimes \$.10 (1 Roll = \$5.00)	
Quarters \$.25 (1 Roll = \$10.00)	

Amount of Bills Needed:

Ones \$1.00	
Fives \$5.00	
Tens \$10.00	
Twenties \$20.00	

**Total Coin Needed \$** \_\_\_\_\_

**Total Bills Needed \$** \_\_\_\_\_

**Total Amount of Petty Cash Needed \$** \_\_\_\_\_

**For Date of Receiving Petty Cash Only:**

Date Petty Cash Received: \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

Person Whom Received and Verified Funds (this person is responsible for these funds at this point):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**For BFV Treasurer or Authorized Member Use Only:**

Check No. \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signed by: \_\_\_\_\_

Date Entered/Logged: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Budget Category: \_\_\_\_\_