

McCullough Junior High School PTO
Cash Float Request Form
 (To be used when requesting cash for change)

Cash requester: _____ Date: _____

Requester phone: _____

Date needed: _____ Event: _____

Committee/Purpose: _____

Amount requested, by denomination:

	# Needed	\$ Amount
Twenties:	x	= \$
Tens:	x	= \$
Fives:	x	= \$
Ones:	x	= \$
	TOTAL	= \$

Chairman's Authorization: _____

President's Signature: _____

<u>Treasurer's Notes:</u> Date Received: _____ Check Number: _____ Amount of Check: _____ Date Cashed: _____ Signature: _____ Date returned: _____
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Remarks:

Cash received by: _____ Date: _____

**(Please remember to safeguard cash – do not leave unattended, place in school safe when not in use
 (ie. overnight), and return to treasurer along with deposit form when event ends.)**