

Cash Request

Windermere Elementary School PTO

Committee:

Committee chair:

Program:

Program director:

Administrative
 Leave blank and mark here for expenses not associated with a committee.

Leave blank for expenses not associated with a program.

Denominations:

Cash box seed

Delivery instructions:

Cash cannot be left in a mailbox or other unattended location. It must be handed directly to a specified WESPTO volunteer. Cash boxes are available in the PTO office.

Within budget
 Out of budget:

Expense summary:

Expense details		#	Amount Each	Total
a			\$	\$
b			\$	\$
c			\$	\$
d			\$	\$
e			\$	\$
f			\$	\$
g			\$	\$
h			\$	\$
i			\$	\$
j			\$	\$
Total expense:				\$

Requester's signature:

Authorizing signature:

Date: / /

Date: / /

Expenses for a standing committee must be authorized by that committee's chair, the president, or the vice president. Administrative expenses must be authorized by the president or the vice president. Supporting documentation such as invoices or receipts must be attached.

The treasurer cannot disburse cash without receiving this completed form. Please allow for at least 5 business days after authorization.

revised 2019-06-18

Treasurer's signature:	Line Item	Amount	Notes
Received: / /		\$	
Check #:		\$	
Written: / /		\$	
Recorded:		\$	

Delivered To president for signature To vice president for signature As requested Other: