



**Hornsby Middle School PTSA Petty Cash Form  
2017-2018 School Year**

**INSTRUCTIONS for Deposit Form:**

1. Fill out form completely.
2. Give directly to Treasurer, Katie Winckler (804-370-9180) at least two days prior to event
3. Return Petty Cash amount to Treasurer immediately following event.

COMMITTEE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE AND LOCATION PC  
NEEDED: \_\_\_\_\_

CURRENCY:	Number Of	\$Amount
Ones	_____	_____
Fives	_____	_____
Tens	_____	_____
Twenties	_____	_____
Fifties	_____	_____

**TOTAL CURRENCY:** \$ \_\_\_\_\_

COINS:	Pennies (.50/roll)	_____	_____
	Nickels (\$2/roll)	_____	_____
	Dimes (\$5/roll)	_____	_____
	Quarters (\$10/roll)	_____	_____
	Other	_____	_____

**TOTAL COINS:** \$ \_\_\_\_\_

**TOTAL PETTY  
CASH REQUEST:** \$ \_\_\_\_\_

**SIGNATURE Of PERSON  
RECEIVING PETTY CASH:** \_\_\_\_\_

**DATE:** \_\_\_\_\_