



Forest Park Elementary PTA

9935 NW Durrett St. | Portland, OR 97229

Petty Cash Request Form

This is a request for funds from the _____.
(Name of Event)

This expenditure must be approved by the board.

Date requested: _____

Date needed: _____

Requested by: _____ Teacher Parent

Payment to: _____ **Cash** _____ One time payment

Purpose: _____ **petty cash needed to start the cash register(s)** _____

Educational impact (Whole school or Grades/Number of students) _____

Additional comments: _____

(Requestor Signature & Date) _____

Pennies (one roll is \$0.50) \$ _____ 1's : \$ _____

Nickels : (one roll is \$2) \$ _____ 5's : \$ _____

Dimes : (one roll is \$5) \$ _____ 10's : \$ _____

Quarters : (one roll is \$10) \$ _____ 20's : \$ _____

Total of \$ _____

For Board Use Only

Board Decision: _____ Approved Declined

Revised _____ Approved Declined

Request for further information _____

Requestor advised _____ Date _____ By _____