

PINE-RICHLAND HANCE PTO
Committee Cash Advance Request Form
2022-2023

Date: _____
Committee: _____
Name: _____
Email: _____
Phone: _____

Delivery Method:
Pick up at Hance day of event
Arrange meeting place

Procedures:

Committee Chairs should request a cash advance when a cash register/cash box will be needed for opening the cash drawer.

The request should be made 2 weeks in advance of the date needed to enable processing.

The cash advance should be returned to the Hance PTO Treasurer(s) along with funds received from an event, unless otherwise agreed to in advance with the Hance PTO treasurer(s)

Description	Number Requested	Value Per Item	Total Dollar Value Requested
Number of Penny Rolls (50 cents each)		\$0.50	
Number of Nickel Rolls (\$2.00 each)		\$2.00	
Number of Dime Rolls (\$5.00 each)		\$5.00	
Number of Quarter Rolls (\$10.00 each)		\$10.00	
Number of One Dollar Bills		\$1.00	
Number of Five Dollar Bills		\$5.00	
Number of Ten Dollar Bills		\$10.00	
Number of Twenty Dollar Bills		\$20.00	

Total Requested:

Please sign/date here after counting/accepting money*

 Chair Person Signature

 Date

 Treasurer Signature

 Date

***By signing this agreement you acknowledge that it is your responsibility to keep this money safe at all times, to use it only for the for the purpose stated on this form and to return it to the PTO Treasurer at the conclusion of the event, unless otherwise**

Questions?

Treasurer: Beth Klebacha
email: hancetreasurerpto@gmail.com