



Request for Start-Up Cash or Advance

North Star Elementary PTA

Budget Category: _____ Date of Request: _____

Reason for Request:

Cash amount requested: \$ _____

Approval of Event Chairperson (for start-up cash) _____

Approval of President, VP, or Secretary (for other cash requests) _____

Do you need the Cash Box? YES NO

Specify Denominations:

1 cent (50 cent increments) _____

5 cents (\$2 increments) _____

10 cents (\$5 increments) _____

25 cents (\$10 increments) _____

\$1 bills _____

\$5 bills _____

\$10 bills _____

\$20 bills _____

PTA Check #: _____ Date Issued: _____

Cash and cash box must be returned to the Treasurer immediately following the event to close out this advance.

Name of Requestor: _____ Phone: _____

Funds Received by: _____ Date: _____

Is this request for a check?
YES NO

Please print name:

Phone: _____

An expense sheet and receipts verifying expenses must be completed and submitted to the Treasurer within one week of the check Advance.