

Garnet Valley Elementary Home & School Association

Petty Cash Request

Please submit this request no less than one week prior to the date needed. Submit completed form to GVES HSA Treasurer at gveshsatreasurer@gmail.com.

Requested by/Email Address:

Event/Activity:

Date Needed:

Petty Cash Requests:

		Number of Bills or Coins		Totals
\$20	x		=	
\$10	x		=	
\$5	x		=	
\$1	x		=	
\$0.25	x		=	
\$0.10	x		=	
\$0.05	x		=	
\$0.01	x		=	
Total Cash	\$			

1 Roll = \$10
1 Roll = \$5
1 Roll = \$2
1 Roll = \$0.50

Does this event need the credit card reader? ☐ Yes ☐ No

Upon picking up the petty cash, count the funds and complete the form below to confirm the amount is correct.

Treasurer Count

Date:
Amount Enclosed:
Signature:

Committee Chair Count

Date:
Amount Received:
Signature:

When the event is finished, please use the "Income" form to account for all money, including the starting petty cash. Please enclose ¹ This petty cash form, ² Income deposit form and ³ All money in an envelope addressed to GVES HSA Treasurer and the event name. Return to the main office.

*NOTE: Never leave HSA money unattended.

If you have any questions, please contact the treasurers at gveshsatreasurer@gmail.com.