



RIVERFIELD PTA PETTY CASH VOUCHER

Please Complete the Top Part of This Form to Receive Petty Cash for Your Event.

Date Requested: _____ Date Need Funds: _____

Requested By: _____ Phone # _____

Event Description: _____

Total Amount Funds Requested: \$ _____

PTA Budget Account: _____

Approved By: _____ (President/President Elect)

Funds Available: _____ (Treasurer)

Check Date: _____ Check #: _____



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