



stratfordroadpta@hotmail.com

www.stratfordroadpta.com

District website: www.pobschools.org

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## CASH ADVANCE FORM

**Instructions:** Please use this form when requesting monies to set up for an event. The treasurer or her designee will count the money with you present when submitting the cash advance to you to validate that it matches your request.

**Submit to Treasurer:** 1. The original form.

**Maintain for your files:** 1. Copy of cash advance form submitted to Treasurer.  
2. Bottom copy of receipt.

Please submit this form approximately one week before the event.

**Name of Activity:** \_\_\_\_\_

Number of Cash Boxes \_\_\_\_\_ Amount needed for first box: \_\_\_\_\_

Amount needed for second box: \_\_\_\_\_

Amount needed for other boxes: \_\_\_\_\_

**Start-up funds for:** (Please give a brief description of the activity that generated the funds submitted.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

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On \_\_\_\_\_ I received a total of \_\_\_\_\_ in start-up funds from \_\_\_\_\_

Signature of requestor \_\_\_\_\_

Signature of Treasurer or designee \_\_\_\_\_