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www.stratfordroadpta.com

District website: www.pobschools.org

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: _____

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

Signature of requestor _____

Signature of Treasurer or designee _____