



MEDLOCK BRIDGE
ELEMENTARY

PTO

MBES Parent Teacher Organization

10215 Medlock Bridge Parkway
Johns Creek, Georgia 30022

Our Mission is to Educate and Inspire all students to be lifelong learners

PETTY CASH REQUEST FORM

- Fill out Section I of this form and return it to the Treasurer at least one week before the event
- A check will be made payable to the requestor
- The requestor will cash the check and obtain the cash for the event
- After the event, return the petty cash to the Treasurer and sign this form to indicate that the funds have been returned

Section I (To be completed by the requestor)

Activity _____ Date of Activity _____

Check Written To _____ Phone Number _____

Budget Category _____

Petty Cash Required \$ _____

Section II (To be completed by the Treasurer)

Paid: Check# _____

Check Date _____

Date Entered _____

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Petty Cash Returned By (sign) \_\_\_\_\_ Date Returned \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_

Date Received \_\_\_\_\_ Date Recorded \_\_\_\_\_