

Central Valley PTA

Request for Change Form

- Complete this form when requesting change for a PTA event
- Any amount over \$50.00 will need Executive Board approval
- The amount of change requested must be deposited back into the PTA account and documented on a deposit form following the event (separate from other income earned at the event)
- If coins are used, committee members/volunteers are required to help re-roll any unused coins (per the bank coins must be rolled)
- The Treasurer or signer on the PTA account will withdraw funds and attach the withdraw receipt to this form

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Amount of change requested: \_\_\_\_\_

Do you require coins? \_\_\_\_\_

Event or committee requesting change: \_\_\_\_\_

Comments or special instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer use only

Date Received by Treasurer: \_\_\_\_\_

Authorized Signature for payment: \_\_\_\_\_

Date of Cash Withdraw: \_\_\_\_\_

**Please attach receipts or copy of receipts and submit to PTA treasurer:  
Stephanie Brown  
412-863-2052 or [steph.browncvt@gmail.com](mailto:steph.browncvt@gmail.com)**