

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 _____

* 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:
Cassandra Stone - president.cvpta@gmail.com
Jennifer Checketts - vicepresident.cvpta@gmail.com