



Check #: _____

Turkey Hill School PTO

2022 / 2023 Petty Cash Form

Event: _____ Event Date: _____

Petty Cash has been provided as follows:

CASH

# of \$100 bills: _____	Amount: \$ _____
# of \$50 bills: _____	Amount: \$ _____
# of \$20 bills: _____	Amount: \$ _____
# of \$10 bills: _____	Amount: \$ _____
# of \$5 bills: _____	Amount: \$ _____
# of \$1 bills: _____	Amount: \$ _____
# of Quarters _____	Amount: \$ _____
# of Dimes _____	Amount: \$ _____
# of Nickels _____	Amount: \$ _____
# of Pennies _____	Amount: \$ _____
	\$ _____
TOTAL PETTY CASH: _____	

Please be sure to keep track of monies *per activity*:
ie, petty cash and monies collected for ticket sales separate from petty cash and monies collected for concessions!
Once all monies are tallied and documented, everything can be combined.

Received By: _____ Date: _____

Please sign this form and place it in the PTO mailbox located in the THS Main Office.