

LONDON TOWNE ELEMENTARY PTA

**CHANGE FUND REQUEST FORM**

**Purpose:** An officer or committee chairperson should use this form whenever they are making cash sales and will need to provide change to the purchasers.

**Directions:**

1. Complete Section A of the form. Standard request amounts are \$50 if you need only small bills, or \$100 if you need large bills.
2. Submit the form to the treasurer *at least three business days* prior to your event.
3. The treasurer will obtain the requested funds and cash boxes and provide them to you the day of the event. Upon receipt, complete Section B.
4. At the conclusion of your sales, complete Section C. Submit the form and the original amount of the change fund in a sealed envelope to the treasurer. The funds collected from your event should be submitted using a separate Funds Submission Form.

**A. CHANGE FUND REQUEST**

Requested by: \_\_\_\_\_ Date Requested \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Denomination	Quantity	Amount
\$20		
\$10		
\$5		
\$1		
\$0.25		
<b>Total</b>	-----	

Number of cash boxes needed: \_\_\_\_\_

**B. CHANGE FUND RECEIPT**

Amount Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. CHANGE FUND SUBMISSION**

Amount Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_ Date Deposited: \_\_\_\_\_