



IRONIA ELEMENTARY SCHOOL PTO  
 303 Dover Chester Road • Randolph, NJ 07869



## Ironia PTO Petty Cash Request

Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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

Committee: \_\_\_\_\_

Breakdown of petty cash requested:

\$20.00 _____	\$0.25 _____
\$10.00 _____	\$0.10 _____
\$5.00 _____	\$0.05 _____
\$1.00 _____	\$0.01 _____

Total Amount of Request: \$ \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

*\*All forms must be pre-approved by the Committee Chairperson prior to submitting to the Treasurer.*

If you have cash remaining after your event, please return funds along with a Deposit Worksheet and indicate “Return of Petty Cash.”

**All requests may be left in the PTO mailbox and should be labeled:  
 “Ironia PTO Treasurer”**

If you have questions, please contact Jen Begraft at: [ironiaptotreasury@gmail.com](mailto:ironiaptotreasury@gmail.com)

updated: 5/20/2022