

**WAKEFIELD MIDDLE SCHOOL PTSA
PETTY CASH BOX REQUEST FORM**

DATE: _____

COMMITTEE CHAIR NAME/SIGNATURE

VP OF COMMITTEE SIGNATURE _____

Please notify Karen McHugh as far ahead of time as possible, at 562-9966 or via e-mail at kmchugh@nc.rr.com. The box will contain \$25 in the form of two \$5 bills, and ten \$1 bills. If you need something other than that, please let Karen know ahead of time. Please count money and sign form, indicating receipt of funds.

Cash boxes should not be left at school overnight. Please count money and fill out Deposit Ticket Form before returning to Treasurer. Remember to account for the original \$25 placed in box.