



Cash Withdrawal Request Form

Date: _____ Grade: _____ Class of: _____

Requested by: _____

Requested amount: _____ Date needed by: _____

Description of purpose: _____

Dollars		Coin	
\$1		1 Cent	
\$5		5 Cent	
\$10		10 Cent	
\$20		25 Cent	
Total		Total	

Approved by: _____ Date: _____

Please give a minimum of 7 days notice for the head grade treasurer to withdraw money from the bank. Withdrawn cash will be located in the PTSO safe, coordinated with a PTSO board member to retrieve cash. Remaining funds can be deposited back into the grade account, please fill out a PTSO deposit verification form, bank deposit slip and drop cash in the PTSO safe, located in the supply room of the office. All forms and bank deposit slips can be found hanging next to the sink in the workroom.