

Discovery Elementary PTO Start Up Cash Request

Name: _____ Phone: _____

Date of Request: _____ Date Needed: _____

Event for Start Up Cash: _____

Amount Requested: _____ Delivery Location: _____

Breakdown of Cash Requested:

Ones _____

Pennies _____

Fives _____

Nickels _____

Tens _____

Dimes _____

Twenties _____

Quarters _____

Signature: _____

Note: Start up cash must be requested a minimum of 3 business days prior to the date it is needed. Start up cash must be verified prior to use. Please verify on the Money Count Worksheet provided with the start up cash. Please email form to despto@ofr5.com or send to DES office to be sent to Deonna Newton % Sarah Newton.

For Treasurer Use Only:

Date Filled:

Budget Category:

Approved By: