



**McKinley Elementary PTO**

**Cash Advance Form (purple form)**

Instructions:

- Please submit request for cash advance no later than one week prior to date needed
- Please place the form into the PTO mail lock box in the school lobby to the attention of PTO treasurer (Tara Eng)
- E-mail treasurer (tlengva@yahoo.com) to notify request has been submitted to ensure timely fulfillment of request

Committee Name/Event \_\_\_\_\_

Information for person requesting cash

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date request submitted \_\_\_\_\_

Event date (date cash needed by) \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

Quantity of: \$10 \_\_\_\_\_ \$5 \_\_\_\_\_ \$1 \_\_\_\_\_ \$.25 \_\_\_\_\_ \$.01 \_\_\_\_\_

Cash Boxes: Quantity Needed \_\_\_\_\_