



WALT DISNEY PTA



Event Starting Cash Request Form

To receive Starting Cash for an event, event chairpersons must fill out this form and submit to PTA President. Check will be disbursed for cashing prior to the event. Entire amount must be returned at the end of the event, separate from any event proceeds.

EVENT CHAIRPERSON: _____ TODAY'S DATE: ____/____/____

PHONE: _____ EVENT DATE: ____/____/____

PTA Program/Event (select one):

5th grade Celebration / Assemblies / Book Fair / Family Fun Night / Inclusion & Diversity / Spirit Wear Variety Show / Registration

OTHER :

Amount requested (circle one):

\$100

\$200

other:

\$____.____

CHECK PAYABLE TO: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

TIP: Starting Cash should reflect the needs of the event (i.e., amount requested and denominations useful for making change).

BELOW FOR PTA OFFICIAL USE ONLY

APPROVED BY:

_____/____/____
President or EVP **Date**

Exec Board approved

Membership approved

Date approved in meeting minutes: ____/____/____

Amount approved for release: \$____.____

Treasurer:

Check number	Amount	Date issued
	\$	

delivered	mailed

_____/____/____
Secretary **Date**

