



Lovejoy Choir Booster Petty Cash Request Form

1. If your committee needs petty cash for any event, you must arrange this ahead of time.
2. Do not use personal money or another organization's money as change! This is a liability for everyone involved.
3. Fill out the Petty Cash form completely and contact the Treasurer directly. Please remember that two signatures are required on booster checks, so an immediate request may not be possible.
4. The check will be made out to the committee chair requesting the petty cash. It will then be their responsibility to cash this check and get the petty cash in denominations that suit their needs for their event. Cash boxes are available for your use.
5. The committee chair who received the check for petty cash is responsible for the full amount until the petty cash is turned back in to the Treasurer.
6. The money should be returned within 7 days of an event. When the money is returned, both the committee chair and the treasurer must sign this form to complete the transaction.

If you have any questions, please contact the
LCBC treasurer at:

LJChoirTreasurer@gmail.com

Petty Cash Requested

Date Needed: _____

Amount Requested: \$ _____

Event/Activity Money Needed For _____

Committee Chair Name: _____

Check # _____ written for \$ _____ on _____ (date)

Petty Cash Returned

Date Returned: _____

Amount Returned: \$ _____

Committee Chair Signature: _____

Treasurer Signature: _____

Treasurer's Notes:

Date of Deposit into Bank: _____

Deposit Reference: _____