



Laguna PTO
 Cash Request & Deposit Form
 Please complete and return to PTO Treasurer:
 Janice Lajoie
 480-399-9408
lagunaptoaz@gmail.com

PLEASE SUBMIT REQUEST AT LEAST 2 BUSINESS DAYS BEFORE NEEDING CASH

Date Requested: _____ Date and Time Needed: _____ am/pm

Name of Requestor: _____

Email: _____ Phone: _____

Committee or Event: _____

<u>Cash Request</u>	
#	Total
\$100 x _____ =	_____
\$50 x _____ =	_____
\$20 x _____ =	_____
\$10 x _____ =	_____
\$5 x _____ =	_____
\$1 x _____ =	_____
\$0.25x _____ =	_____
\$0.10x _____ =	_____
\$0.05x _____ =	_____
\$0.01x _____ =	_____
TOTAL	_____

<u>Cash Deposit</u>	
#	Total
\$100 x _____ =	_____
\$50 x _____ =	_____
\$20 x _____ =	_____
\$10 x _____ =	_____
\$5 x _____ =	_____
\$1 x _____ =	_____
\$0.25x _____ =	_____
\$0.10x _____ =	_____
\$0.05x _____ =	_____
\$0.01x _____ =	_____
TOTAL	_____
Checks _____ =	_____

Name person submitting deposit: _____ Initials: _____ Date: _____