

**WYCKOFF PTO COORDINATING COUNCIL, INC.**

**Lincoln School PTO**

**Cash Advance Request Form**



Complete this form to request a cash advance for the Lincoln PTO cash box.  
Please be sure to specify the date cash is needed.  
A check will be given in the total amount requested.

<b>Activity/Event:</b>	<b>Event Date:</b>
<b>Name <i>(requested by)</i>:</b>	
<b>Email:</b>	
<b>Today's Date:</b>	<b>VP/Chair Approval:</b>

<b>Total \$ Cash Advance:</b>
<b>Date Cash Advance is needed:</b>
<b>Make check payable to:</b>

<b>I have received the Cash Advance in form of a check as noted above.</b>	
<b>Received By:</b>	<b>Date:</b>

Please return the amount above, with an Event Deposit Summary Form, to the Treasurer once the event is complete. Please specify that this is the return of your Cash Advance.  
This money should be separate from the money earned at the event.