

Ponderosa High School

Request for Cash Advance and Cash Statement

Club or Activity _____ Account Number _____

Event _____ Date Cash Advance Needed _____

- ✓ Please request Cash Advance two days prior to activity.
- ✓ Please list the denominations you would like under Cash Advance.
- ✓ Large amounts of coin must be rolled. Please ask for empty rolls if needed.
- ✓ To record the ending ticket number, please use the ticket left on the roll - not the last ticket used.

Ticket Color & Price	Beginning #	Ending #	Total Tickets Used	Amount
Red \$5.00				\$
Grey \$4.00				
Orange \$3.00				
Green \$2.00				
Marked \$1.00				
Total				\$

Denomination	Cash Advance	XX	XX	Denomination	Ending Cash
		XX	XX		
\$.01		XX	XX	\$.01	
.05		XX	XX	.05	
.10		XX	XX	.10	
.25		XX	XX	.25	
.50		XX	XX	.50	
1.00		XX	XX	1.00	
2.00		XX	XX	2.00	
5.00		XX	XX	5.00	
10.00		XX	XX	10.00	
20.00		XX	XX	20.00	
50.00		XX	XX	50.00	
100.00		XX	XX	100.00	
		XX	XX	Checks	
Total		XX	XX	Sub Total	
XXXXXXXXXX	XXXXXXXXXX	XX	XX	Less Cash Advance	
XXXXXXXXXX	XXXXXXXXXX	XX	XX	Total Receipts	

Ticket Seller _____ Teacher or Advisor _____

Receipt # _____ Accounting Specialist _____