



ROMS PTA PETTY CASH FUND

Responsibility Statement

I accept full responsibility for the Petty Cash Fund described below, which was established for and received by me. I agree to use the fund only for the stated PTA event, and to collect and submit receipts for fund expenditures, and return any unused funds. I understand that I will be held responsible for the proper safeguarding and disbursement of these funds and will be required to reimburse the fund for any loss due to negligence on my part or due to improper disbursement of funds.

Petty Cash Fund Amount: \$ _____

PTA Event: _____

Date Issued: ___ / ___ / ___

Signature of Custodian: _____ **Date:** ___ / ___ / ___

Signature of Witness: _____ **Date:** ___ / ___ / ___

(Completed form must be returned to the ROMS PTA Treasurer.)



ROMS PTA PETTY CASH FUND

Responsibility Statement

I accept full responsibility for the Petty Cash Fund described below, which was established for and received by me. I agree to use the fund only for the stated PTA event, and to collect and submit receipts for fund expenditures, and return any unused funds. I understand that I will be held responsible for the proper safeguarding and disbursement of these funds and will be required to reimburse the fund for any loss due to negligence on my part or due to improper disbursement of funds.

Petty Cash Fund Amount: _____

PTA Event: _____

Date Issued: ___ / ___ / ___

Signature of Custodian: _____ **Date:** ___ / ___ / ___

Signature of Witness: _____ **Date:** ___ / ___ / ___

(Completed form must be returned to the ROMS PTA Treasurer.)