

Petty Cash Fund- Responsibility Statement

ROHS PTSA

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 PTSA 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:

PTSA Event:

Date Issued:

Signature of Custodian / Date: _____

Signature of Witness / Date: _____

Completed form must be returned to the ROHS PTSA Treasurer.