

# Cash Box Request

Your Elementary PTO

Complete one form per cash box

YOUR NAME:		PHONE:	
		(      )      -	
PROJECT/CATEGORY:			
DATE SUBMITTED:		DATE NEEDED:	
/      /		/      /	
TOTAL AMOUNT NEEDED:			
\$			

Change Requested:

CASH	QUANTITY	TOTAL
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
TOTAL CASH:		\$

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
DATE

Requestor must verify the cash in the box before the event begins and sign in the "verified" box below. At the end of the event, the requestor should count the remaining cash, prepare a written report and turn both over to the treasurer to be deposited within 3 days of the events completion.

APPROVED BY (PTO OFFICER):	DATE:
	/      /
VERIFIED BY EVENT VOLUNTEER:	DATE:
	/      /

For Treasurer's Use Only: Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_