

Cash Box Request

F.Ave PTO

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		TOTAL AMOUNT NEEDED:
		\$ 0.00
DATE SUBMITTED:	DATE NEEDED:	

Change requested:

CASH	QUANTITY	TOTAL
\$ 10.00		\$ 0.00
\$ 5.00		\$ 0.00
\$ 1.00		\$ 0.00
\$ 0.25		\$ 0.00
\$ 0.10		\$ 0.00
\$ 0.05		\$ 0.00
\$ 0.01		\$ 0.00
TOTAL CASH:		\$ 0.00

- 1) The person making the request fills in the pink shaded cells.
- 2) An authorized volunteer verifies the cash in the box before the event begins and signs below.
- 3) At the end of the event, an authorized volunteer counts the remaining cash, records it on a Deposit Notice form, and turns it over to the treasurer to be deposited.

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

FOR TREASURER'S USE ONLY: Category _____ Check # _____ Date _____ Logged _____