

Cash Box Request Form

West Briar M.S. PTO

Complete one form per cash box

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

Change requested:

CASH	QUANTITY	TOTAL
\$ 20.00		
\$ 10.00		
\$ 5.00		
\$ 1.00		
\$ 0.25		
TOTAL CASH REQUESTED:		

Instructions:

- 1) The person making the request fills in the 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:
RECEIVED BY EVENT VOLUNTEER:	DATE:

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