



Cash Box Request/Return

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		\$

Have an authorized volunteer verify the cash in the cash box before the event begins and sign below. At the end of the event, an authorized volunteer should count the remaining cash, record it on a Deposit Form and turn it over to the treasurer to be deposited. Please have a second person to recount cash pre-event and post-event and initial accordingly. The cash box should be returned to the Treasurer at the end of the event. If not possible, the cash box should be secured and returned no later than the next business day.

Authorization for Cash Box Request

Approved By (Committee Chair)	Date
Approved By (PTO Officer)	Date
Approved By (PTO Officer)	Date

Pre-Event Signature and Amount Counted _____

Pre-Event Second Count Initial _____

Post-Event Signature and Amount Counted - Plus Receipts _____

Post-Event Second Count Initial _____

Date Turned into Treasurer _____

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