

# Cash Box Request

William Penn 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:		\$

Have an authorized volunteer verify the cash in the box before the event begins. Sign below. At the end of the event, an authorized volunteer should count the remaining cash, record it on a Deposit Notice form, and turn it over to the treasurer to be deposited.

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

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