

# PTA Cash Box Request Form

Submit this request to the Treasurer one week in advance of the event.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

<b>Requested Amount: \$ _____</b>	
Please specify how much of each you will need in the cash box	
<b>Bills</b>	
Ones	\$ _____
Fives	\$ _____
Tens	\$ _____
Twenties	\$ _____
<b>Coins</b>	
Pennies	\$ _____
Nickels	\$ _____
Dimes	\$ _____
Quarters	\$ _____

<i>Treasurer's Use</i>		
<b>Start Up Funds In Cash Box</b>		
<b>Bills</b>		
Ones	\$ _____	
Fives	\$ _____	
Tens	\$ _____	
Twenties	\$ _____	
	Bills Total	\$ _____
<b>Coins</b>		
Pennies	\$ _____	
Nickels	\$ _____	
Dimes	\$ _____	
Quarters	\$ _____	
	Coins Total	\$ _____
<b>Total Start Up Amount in Box</b>		\$ _____

*Treasurer's Use*

Cash On Hand \$ \_\_\_\_\_

Withdrawn from Bank \$ \_\_\_\_\_

Funds provided by PTA: \$ \_\_\_\_\_ by \_\_\_\_\_

Start Up Amount Verified by: \_\_\_\_\_

Sign, date and leave form in the cash box

Individual receiving cash box funds at end of event: \_\_\_\_\_

Signature and date of individual receiving

Date withdrawn money returned to bank \_\_\_\_\_

Attach **Check Request Form**, and close cash box with **Funds Received Form**