



Cash Box Request

Deer Crossing Elementary School PTA

Event:		Date:	
Requestors Name:		Phone:	
Date Submitted:		Date Needed:	

Coins:

_____	x 1¢	=	_____
_____	x 5¢	=	_____
_____	x 10¢	=	_____
_____	x 25¢	=	_____
_____	x 50¢	=	_____
_____	x \$1	=	_____

Currency:

_____	x \$1	=	_____
_____	x \$5	=	_____
_____	x \$10	=	_____
_____	x \$20	=	_____
_____	x \$50	=	_____
_____	x \$100	=	_____

Total Amount Needed:	\$ _____
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Approved By PTA Treasurer (or other Authorized PTA Officer):

Printed Name:	Date:
Signature:	

Verified by Event Volunteers:

Printed Name:	Date:
Signature:	
Printed Name:	Date:
Signature:	

1. The person making the request fills in the top half of the form.
2. Two authorized volunteers verifies the cash in the box before the event begins and signs above.
3. At the end of the event, an authorized volunteer counts the remaining cash, records it on a Deposit form, and turns it over to the treasurer to be deposited.