

Cash Box Request

West Newbury PTO



Please complete one form per cash box

| | | |
|-------------------|--------------|----------------------|
| YOUR NAME: | | EMAIL: |
| | | |
| PROJECT/CATEGORY: | | TOTAL AMOUNT NEEDED: |
| | | \$ |
| DATE SUBMITTED: | DATE NEEDED: | |
| | | |

Change requested:

| CASH | QUANTITY | TOTAL |
|--------------------|----------|-------|
| \$ 10.00 | | \$ |
| \$ 5.00 | | \$ |
| \$ 1.00 | | \$ |
| \$ 0.25 | | \$ |
| \$ 0.10 | | \$ |
| \$ 0.05 | | \$ |
| \$ 0.01 | | \$ |
| TOTAL CASH: | | \$ |

- 1) The person making the request fills in the pink 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 (Event Chair): | DATE: |
| | |
| APPROVED BY (Treasurer): | DATE: |
| | |

| | |
|---|-------|
| VERIFIED BY EVENT VOLUNTEER (Upon receipt): | DATE: |
| | |

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