

Cash Box Request (Purple Form) Navy PTO

(Revised 08/05/11)

*Complete One Form per Cash Box
Submit at least one week in advance of event*

Your Name _____ Phone _____

Date Submitted _____ Date Needed _____

Event/Program _____

Total Amount Needed \$ _____

Change requested:

Cash	Quantity	Total
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
Total Cash:		\$

Important:

1. When receive cash from treasurer: have an authorized volunteer verify the cash in the box and sign below.
2. At the end of the event: TWO committee volunteers should count the cash, record it on a **Deposit Notice (green form)**, turn it over to the PTO Financial Secretary, Stacie Cage, sjcage@yahoo.com, along with this completed Cash Box Request form, within 24 hours of your event or program. For security purposes, cash should not be left in the school office.

Verified by Event Volunteer _____ Date _____
(when cash box received from treasurer)

Approved by (PTO Officer) _____ Date _____
Approved by (PTO Officer) _____ Date _____

If you have any questions, please email the PTO Treasurer, Wendy Chung, wchung98@yahoo.com.

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