Navy PTO Cash Box Log

(Revised Aug 2017)

This form is required to track cash boxes changing hands like a cash register at a retail store. Every time the person responsible for a cash box changes, two different people must audit the money in the cash box. After the money is verified a new person can take responsibility and be accountable for the cash box.

Within 24 hours of event completion give the cash box, cash box log, and completed Deposit Notice to the Navy PTO Financial Secretary. Do not leave money unattended in the school or school safe.

Questions? Please email the Navy PTO Treasurer at navyptotreasurer@gmail.com

Date / Time	Verifier #1	Verifier #2	Person Accountable for the Cash Box	Total Value Including Checks
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	
_____ Date _____ Time	_____ Print _____ Sign	_____ Print _____ Sign	_____ Print _____ Sign	