

Springville Elementary PTO
CASH BOX REQUEST

Your Name _____ Phone # _____

Project/Event _____

Date Submitted _____ Date Needed _____

Specific Location (ex. Bake Sale table, raffle ticket table, etc.)

Change Requested

$\$20 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $\$10 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $\$5 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $\$1 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $.25(\$10 \text{ rolls}) \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $.10 (\$5 \text{ rolls}) \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $.05 (\$2 \text{ rolls}) \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ $.01 (\$.50 \text{ rolls}) \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ Total cash box request \$ <u> </u>	<p>The Cash Box requires a visit to the bank, so it is important to submit this form to the Treasurer at least 4 days in advance of the event.</p> <p>When the money is received it should be counted and verified before the start of the event.</p> <p>Submit a separate form for each cash box you will need.</p> <p>At the end of your event remember to take out cash box money first before counting any event earnings.</p>
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Approved by (PTO Officer) _____ Date _____

Verified by (event Volunteers) _____

For Treasurer's Use Only

Withdrawal # _____ Date _____ Logged _____