

## Cash Box & Petty Cash Request

THIS REQUEST FORM MUST BE SUBMITTED TO THE TREASURER ONE WEEK IN ADVANCE OF THE EVENT.  
Treasurer will contact individual to arrange pick up of cash box (es) (up to 2).

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_

Submitting request for \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Name

<b>REQUESTED AMOUNT: \$ _____</b>	
Please specify how much of each you will need in the cash box	
<b>Bills</b>	
Ones	\$
Fives	\$
Tens	\$
Twenties	\$
<b>Coins</b>	
Pennies	\$
Nickels	\$
Dimes	\$
Quarters	\$
<i>Treasurer Use</i>	
Cash On Hand	\$
Withdrawn from Bank	\$

<b>START UP FUNDS IN CASH BOX</b>		
<i>To Be Filled Out By Treasurer</i>		
<b>Bills</b>		
Ones	\$	
Fives	\$	
Tens	\$	
Twenties	\$	
	Bills Total	\$
<b>Coins</b>		
Pennies	\$	
Nickels	\$	
Dimes	\$	
Quarters	\$	
	Coins Total	\$
<b>Total Start Up Amount in Box</b>		<b>\$</b>

Funds provided by PTA: \$ \_\_\_\_\_ by \_\_\_\_\_

Start Up Amount Verified by: \_\_\_\_\_  
(Name/ Signature/ Date)

Individual receiving cash box funds at end of event: \_\_\_\_\_  
(Name/ Signature/ Date)

Date withdrawn money returned to bank \_\_\_\_\_

**Attach Bank Withdrawal Slip to back of form (if applicable)**