

Cash Box Request

Green Brook PTO

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		TOTAL AMOUNT NEEDED:
		\$
DATE SUBMITTED: (must be at least 1 week prior to date needed)	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 blank space provided.

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 (PTO OFFICER):	DATE:
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VERIFIED BY EVENT VOLUNTEER:	DATE:

FOR TREASURER'S USE ONLY: Date of bank withdrawal _____ By whom _____