



RIDGEWOOD SCHOOL PTO

CASH BOX REQUEST

Please submit request with at least three business days advance notice.

Date Submitted: / /		Date Needed: / /	
Your Name:		Email:	
Project / Event / Category:			
Total Amount Requested (\$200 maximum): \$			

An authorized volunteer should verify the cash in the box before the event begins and initial the "received" column. At the end of the event, an authorized volunteer should return the same amount of cash (denominations may differ) with this form, initialing the "returned" column. All remaining cash from the event should be counted and submitted on a **"DEPOSIT NOTICE"** form.

Cash	Quantity	Total	Received by (initials)
\$100.00	x	\$	
\$50.00	x	\$	
\$20.00	x	\$	
\$10.00	x	\$	
\$5.00	x	\$	
\$1.00	x	\$	
<u>Rolled Coins</u>			
Quarters \$10.00	x	\$	
Dimes \$5.00	x	\$	
Nickels \$2.00	x	\$	
Pennies \$0.50	x	\$	
Total Cash Requested: \$			

Cash	Quantity	Total	Returned by (initials)
\$100.00	x	\$	
\$50.00	x	\$	
\$20.00	x	\$	
\$10.00	x	\$	
\$5.00	x	\$	
\$1.00	x	\$	
<u>Rolled Coins</u>			
Quarters \$10.00	x	\$	
Dimes \$5.00	x	\$	
Nickels \$2.00	x	\$	
Pennies \$0.50	x	\$	
<u>Loose Coins</u>			
\$1.00	x	\$	
\$0.50	x	\$	
\$0.25	x	\$	
\$0.10	x	\$	
\$0.05	x	\$	
\$0.01	x	\$	
Total Cash Returned: \$			

For Treasurer's Use Only:

Date Delivered:	Date Returned:
Delivery Method:	Date Deposited: