



HOFFMAN TRAILS PTO - CASH BOX REQUEST

Date Submitted: / /	Date Needed: / /
Name:	
Email:	
Account Category / Event:	
Total Amount Requested: \$	

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 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	\$	
Rolled Coins			
Quarters \$10.00	X	\$	
Dimes \$5.00	X	\$	
Nickels \$2.00	X	\$	
Pennies \$0.50	X	\$	
TOTAL CASH RECEIVED:		\$	

Cash	Quantity	Total	Returned By (initials)
\$100.00	X	\$	
\$50.00	X	\$	
\$20.00	X	\$	
\$10.00	X	\$	
\$5.00	X	\$	
\$1.00	X	\$	
Rolled Coins			
Quarters \$10.00	X	\$	
Dimes \$5.00	X	\$	
Nickels \$2.00	X	\$	
Pennies \$0.50	X	\$	
Loose Coins			
\$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: / /
Delivered To:	Returned By: