

CASH BOX REQUEST

Memorial Middle School PTO

Please submit request with at least seven business days advance notice. Submit at PTO meeting just prior to event, if possible.

Date Submitted ____/____/____

Date Needed ____/____/____

Your Name _____ Phone (____) _____

Project / Event/Account _____

Total Amount Needed: \$ _____

Change Requested:

Cash	Quantity Requested	Subtotal Requested	Received (initials)
\$20.00		\$	
\$10.00		\$	
\$5.00		\$	
\$1.00		\$	
\$0.25		\$	
\$0.10		\$	
\$0.05		\$	
\$0.01		\$	
Total Cash: \$			

Change Returned:

Cash	Quantity Returned	Subtotal Returned	Verified (initials)
\$20.00		\$	
\$10.00		\$	
\$5.00		\$	
\$1.00		\$	
\$0.25		\$	
\$0.10		\$	
\$0.05		\$	
\$0.01		\$	
Total Cash: \$			

Verify the cash in the cash box before the event begins and initial the "received" column under Change Requested. At the end of the event, return the same amount of cash (denominations may differ) with this form, initialing the "verified" column under Change Returned. Count all remaining cash from the event and submit on a Deposit form. Return all cash to Treasurer or President within 3 business days of event.

Amount verified when **received**:

PTO Officer _____ Date ____/____/____

Volunteer _____ Date ____/____/____

Amount verified when **returned**:

PTO Officer _____ Date ____/____/____

Volunteer _____ Date ____/____/____

(2 volunteer signatures required if PTO officer not present)

For Treasurer's Use Only

Delivered Date ____/____/____

Deposit within three business days of receipt of returned change.

Date Returned ____/____/____

Attach bank deposit receipt to this form.