

Cash Box Request

Burton Elementary School

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		TOTAL AMOUNT NEEDED:
		\$
DATE SUBMITTED:	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 the pink shaded cells.

2) Two authorized volunteers verifies the cash in the box before the event begins and signs below.

3) At the end of the event, two authorized volunteers count the remaining cash, records it and signs below, secures it in school safe and notifies the treasurer.

2 SIGNATURES/CASH COUNT AT START OF EVENT	DATE:
	\$
2 SIGNATURES/CASH COUNT AT END OF EVENT	DATE:
	\$

PTO OFFICER	DATE:

FOR TREASURER'S USE ONLY: Category _____ Check # _____ Date _____ Logged _____