

T.H. Rogers PTO
Cash Box Request
Complete One Form per Cash Box or Cash Belt

9/02 white

Your Name _____ Phone _____

PTO Position/Committee _____ Date Submitted _____

Date Needed _____

Specific location for this change request (ex: Pick up in Main Office) :

Change Requested:

	<i>Note:</i>
\$10 x _____ = _____	
\$ 5 x _____ = _____	
\$ 1 x _____ = _____	
.25 x _____ = _____	
.10 x _____ = _____	
.05 x _____ = _____	
.01 x _____ = _____	
Total for this box \$ _____	

<p>Use one copy of this form to record the total boxes set up for this event and to act as support for the bank withdrawal.</p> <p>Have each box verified by a volunteer before the event begins. At the end of event, the remaining money should be recorded on a green deposit form.</p> <p>Total All Change \$ _____</p>
--

Approved by (PTO Officer) _____ Date _____

Verified by Event Volunteer _____ Date _____

 For Treasurer's Use Only

Account _____ Withdrawal # _____ Date _____ Logged _____

