

Cash Box Request Form

Eisenhower Intermediate School PTO

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		
DATE SUBMITTED:		DATE NEEDED:
TOTAL AMOUNT NEEDED:		
\$ 0.00		

Change requested:

CASH	QUANTITY	TOTAL
\$ 10.00		\$ 0.00
\$ 5.00		\$ 0.00
\$ 1.00		\$ 0.00
\$ 0.25		\$ 0.00
\$ 0.10		\$ 0.00
\$ 0.05		\$ 0.00
\$ 0.01		\$ 0.00
TOTAL CASH:		\$ 0.00

1) The person making the request fills in the shaded cell.

2) An authorized volunteer verifies the cash in the box before the event begins below.

3) At the end of the event, an authorized volunteer records the remaining cash, recording on a [Cash-Box-Return](#) Form.

4) Additional money: recorded on a [Deposit](#) Slip.

5) Submit all to treasurer's mailbox.

APPROVED BY (PTO OFFICER):	DATE:
VERIFIED BY EVENT VOLUNTEER (BEFORE EVENT):	DATE:

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

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