

Cash Box \$ Return Form

Eisenhower Intermediate School PTO

Complete one form per cash box

YOUR NAME:

PHONE:

PROJECT/CATEGORY:

DATE SUBMITTED:

DATE OF EVENT:

TOTAL AMOUNT DEPOSITED:

\$ 0.00

Change DEPOSITING:

CASH	QUANTITY	TOTAL
\$ 20.00		\$ 0.00
\$ 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 cells.

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

3) At the end of the event, an authorized volunteer counts the remaining cash, records it on Cash-Box-Return Form.

4) Additional moneys to be recorded on a [Deposit form](#).

5) Submit all to treasurer via PTO mailbox.

APPROVED BY (PTO OFFICER):

DATE:

VERIFIED BY EVENT VOLUNTEER (AFTER EVENT):

DATE:

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