

Seth Paine PTO CASH BAG REQUEST FORM

*Please submit this form to the treasurer, Tracy O'Shaughnessy ~ tracy.os@live.com
Cash bag request needs approval from Event Chairperson, PTO President or PTO Vice President.*

Date Requested: _____ Date Needed: _____

Requested by: _____

Email & Phone: _____

Event, Benefitting what Committee: _____

Please fill out this request form to obtain a CASH BAG for your event.

Actual "cash box" is in PTO Cabinet in SP Work Room if needed.

General Cash Bag is \$250 in the following denominations:

- \$40 in 20s
- \$50 in 10's
- \$40 in 5's
- \$100 in 1's
- \$20 in quarters

If you need something different than what is listed above, fill out this grid.

Denomination	Amount needed
\$1 bills	\$
\$5 bills	\$
\$10 bills	\$
\$20 bills	\$
Quarters (\$10 per roll)	\$
Dimes (\$5 per roll)	\$
Nickels (\$2 per roll)	\$
Pennies (50 cents per roll)	\$
Total	\$

Approved by Committee Chair: _____

(Print Name)

(Signature)

Volunteer should verify the beginning cash in bag and sign below.

At the end of event, volunteer should count cash and sign below. Also, please fill out a Deposit Request form, and turn it into the Treasurer to be deposited as soon as possible.

Beginning Cash Bag Balance: _____ Verified by Treasurer: _____

Beginning Cash Bag Balance: _____ Verified by Volunteer: _____

Returned Cash Bag Balance: _____ Verified by Volunteer: _____

Returned Cash Bag Balance: _____ Verified by Treasurer: _____

When finished, please return Cash Bag as it was received (denominations sorted as \$250 General Cash Bag), along with this signed/verified form. Separate Profit, along with Deposit Request Form, and submit to Treasurer.

Please keep a copy for yourself to confirm deposit on Budget.

Thank you for volunteering!