

**MESA VERDE HIGH SCHOOL**  
**REQUEST FOR CASH BOX**

24 HOUR PREPERATION TIME - PLEASE

CASH BOX REQUESTOR : \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT NAME

ACTIVITY: \_\_\_\_\_ DATE NEEDED : \_\_\_\_\_

CLUB/CLASS: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

RECEIPT BOOK NEEDED?  Yes  No COST OF ITEM SOLD \$ \_\_\_\_\_  
*(Receipts needed for items over \$10.00)* *(Tally sheet needed for items less that \$10.00)*

START CASH NEEDED: \$ \_\_\_\_\_ (Usually \$25.00 in Ones)

RESPONSIBLE PARTY: \_\_\_\_\_ DATE \_\_\_\_\_  
Signature Responsible for Cash & Cash Box

FOR OFFICE USE ONLY:

BOX ISSUED BY: \_\_\_\_\_ BOX# \_\_\_\_\_ BOX RETURN DATE: \_\_\_\_\_