WRANGELL PUBLIC SCHOOLS
DISTRICT OFFICE
P.O. BOX 2319
WRANGELL, ALASKA 99929
Telephone (907) 874-2347
Fax # (907) 874-3137

CASH BOX REQUEST FORM

Cash Box Requirements

A **Cash Count Form** MUST be completed at the end of the activity. Cash Boxes must be turned into the District immediately and to one of the following employees to be appropriately locked up: WHS Secretary, WHS/SMS Principal, SMS Secretary, Custodian/Maintenance Personnel, Athletic Director.

ALL TRANSACTIONS MUST BE ENTERED INTO SQUARE.

50/50 Raffles: If this is for a 50/50 Raffle, DO NOT give out any winnings. Place the winning ticket into the cash box, and Accounts Payable will follow-up with the winner for payment.

Cash Boxes stay in the school unless prior approval has been given by the WHS Secretary.

By signing below, I have read and understand all of the above requirements:

_____ _____
Advisor's Signature Date

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Committee/Event: _____ **Date of Event:** _____

Submitted by: _____ **Date Submitted:** _____

COUNT		TOTAL
	$ 1s	
	$ 5s	
	$ 10s	
	$ 20s	
Total Cash Requested		

Completed form must be submitted to the WHS Office at least one week in advance.

WHS Signature _____ Date: _____

Date Money Withdrawn: _____ Date Money Received: _____

Date Money Returned: _____