

# Cash Box Request

Your Name:	Phone Number:
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Date Submitted:	Date Needed:
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Project Category:
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Total Amount Needed:	
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<u>Denomination</u>	<u>Packaged in...</u>	<u>Quantity of rolls/stacks</u>	<u>Total Amount (quantity x roll/stack amt)</u>	<u>Chair Initials (upon receipt)</u>
\$10 bills	\$250 stack	_____	\$ _____	_____
\$5 bills	\$100 stack	_____	\$ _____	_____
\$1 bills	\$25 stack	_____	\$ _____	_____
25¢ quarters	\$10 roll	_____	\$ _____	_____
10¢ dimes	\$5.00 roll	_____	\$ _____	_____
5¢ nickels	\$2.00 roll	_____	\$ _____	_____
1¢ pennies	50¢ roll	_____	\$ _____	_____
Total Amount			\$ _____	_____

***Have an authorized volunteer verify the cash in the box before the event begins. Sign below. At the end of the event, an authorized volunteer should count the remaining cash, and record it on a Deposit Notice form, and turn it over to the Treasurer to be deposited.***

Approved by (PTO Officer):	Date:
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Verified by Event Volunteer:	Date:
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PTO Treasurer: Missy Carder  
 E-mail: bowptotreas@gmail.com

  
**THE BOW P.T.O.**  
<http://bowpto.digitalpto.com/>

Date Received:	Check #:	Date Paid/Logged by Treasurer:	PTO USE
Expense category:	Comments / Notes:		