

Cash Box Request

FRG PTO

Complete one form per cash box.

Date Submitted: _____

Your Name: _____

Phone: _____

Project/Committee: _____

Date Needed: _____ Total Amount Needed: \$ _____

Change Requested:

\$10	x	_____	=	_____
\$5	x	_____	=	_____
\$1	x	_____	=	_____
.25	x	_____	=	_____
.10	x	_____	=	_____
.05	x	_____	=	_____
.01	x	_____	=	_____
Total \$				_____

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

Beginning Cash Balance Verified by PTO Exec : _____

Date: _____ Amount: _____

Beginning Cash Balance Verified by Event Volunteer: _____

Date: _____ Amount: _____

Ending Cash Balance Verified by Event Volunteer: _____

Date: _____ Amount: _____

Ending Cash Balance Verified by PTO Exec: _____

Date: _____ Amount: _____

For Treasurer's Use Only

PTO Officer Approval: _____

Category: _____

Date: _____

Entered