

# CASH BOX REQUEST

Floyds Knobs Elementary PTO

**\*\*\*Please complete one form per cash box.\*\*\***

Your Name:	Contact – phone or email address:
Project/Category:	
Date Submitted:  / / <i>Please submit at least one week in advance, if possible.</i>	Date Needed:  / /
Total Amount Needed: \$	

## Change requested:

CASH	QUANTITY	TOTAL	
\$20.00		\$	<p>Your cash box and this form will be left for you in the locker in the PTO room.</p> <p>Please verify the cash in the cash box before your event and sign below. Please return this form to the Treasurer.</p> <p>At the end of the event, count all the cash (<b>including this cash box money</b>), record it on a Deposit Notice form, and turn it to the Treasurer to be deposited.</p>
\$10.00		\$	
\$5.00		\$	
\$1.00		\$	
\$0.25		\$	

For Treasurer's Use Only: Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Dated: \_\_\_\_\_ Logged: \_\_\_\_\_  
 Revised 06/06/15

\$0.10		\$
\$0.05		\$
\$0.01		\$
	<b>TOTAL CASH:</b>	\$

Verified by Event Volunteer:	Date: / /
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Thank you,  
 Jenny Wasson - PTO Treasurer  
 jenniferkwasson@gmail.com  
 (812) 923-9140