

Cash Box Request

Benjamin Elementary School PTO

Name:	Phone:	
Committee/Event:		
Reason for cash box: (i.e. change for t-shirt sales)		
Date submitted:	Date Needed:	Total Amount Needed: \$

Change Requested

Committee Chair/
volunteer must verify
amount and sign
below.

Cash	Quantity	Total
\$20.00		
\$10.00		
\$5.00		
\$1.00		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total Cash: \$		

At the end of the event, remaining cash must be counted and recorded on a deposit notice.

The completed deposit notice should be turned into the treasurer with in 4-5 days of event.

Delivered by:	Date:
Verified by:	Date: