

# McKenzie PTA 2011-2012

## Cash Box Request Form

### Instructions:

1. Complete this form.
2. Submit form to the PTA Treasurer at least **5 days** prior to event.
3. Specify number of cash boxes, up to 5, and amount and denominations below.
4. Specify date/time cash box is required.
5. Treasurer will contact individual to arrange pickup of cash boxes.

### Number of Cash Boxes:

\_\_\_\_\_ Cash Boxes with Cash (*see detail below*)          \_\_\_\_\_ Empty Cash Boxes

**Date & Time Required** \_\_\_\_\_

### Cash Detail: (*check all that apply*)

#### Paper Currency

\$ 20 Bills    x \_\_\_\_\_ = \_\_\_\_\_

\$ 10 Bills    x \_\_\_\_\_ = \_\_\_\_\_

\$ 5 Bills     x \_\_\_\_\_ = \_\_\_\_\_

\$ 1 Bills     x \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$** \_\_\_\_\_

#### Coin Currency (*order in # rolls*)

Quarter Roll = \$10.00 x \_\_\_\_\_ = \_\_\_\_\_

Dime Roll     = \$ 5.00 x \_\_\_\_\_ = \_\_\_\_\_

Nickel Roll   = \$ 2.00 x \_\_\_\_\_ = \_\_\_\_\_

Penny Roll    = \$ .50 x \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Event: \_\_\_\_\_

### Questions? Contact

Michele Irvin, PTA Treasurer  
339 Oak Circle Wilmette, IL 60091  
(847) 728-0549  
mirvin3166@sbcglobal.net