

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

Elizabeth Jensen, PTA Treasurer
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