

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

Denise Schneider, PTA Treasurer
treasurer@mckenziepta.com