

# 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

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