

The Lane School PTO Cash Box Request Form

Your Name: _____

Phone: _____

Committee/Program: _____

Date: _____

Change Requested:

<p style="text-align: center;">Cash</p> <p>\$ 50 x _____ = _____</p> <p>\$ 20 x _____ = _____</p> <p>\$ 10 x _____ = _____</p> <p>\$ 5 x _____ = _____</p> <p>\$ 1 x _____ = _____</p> <p style="text-align: center;">Coins</p> <p>.25 x _____ = _____</p> <p>.10 x _____ = _____</p> <p>.05 x _____ = _____</p> <p>.01 x _____ = _____</p> <p>Total for Box(es): _____</p>	<p>Note:</p> <p>Use one copy of this form to record the total cash boxes set up for this event and to act as support for the bank withdrawal.</p> <p>At the end of the event, the remaining money should be recorded on a green deposit form.</p> <p>Allow 10 days for cash box request processing.</p>
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Approved by Committee Chair: _____ Date: _____

Notes taken for Budget Worksheet []

(Remember to exclude Cash Advance from total income)

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**For Finance Use Only:**

Assistant Treasurer: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Entered System [ ]