



# Kensington Elementary PTO

## Cash Box Request

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		
DATE SUBMITTED:	DATE NEEDED:	
TOTAL AMOUNT NEEDED:		

Change requested:

CASH	QUANTITY	TOTAL
\$ 20.00		
\$ 10.00		
\$ 5.00		
\$ 1.00		
\$ 0.25		
\$ 0.10		
\$ 0.05		
\$ 0.01		
TOTAL CASH:		

1) The person making the request fills in the shaded cells.

2) An authorized volunteer verifies the cash in the box before the event begins and signs below.

3) At the end of the event, **TWO** authorized volunteers count the remaining cash, record it on a Deposit Notice form, and turn it over to the treasurer for deposited.

APPROVED BY (PTO OFFICER):	DATE:
CASH VERIFIED BY EVENT VOLUNTEER:	DATE:

FOR TREASURER'S USE ONLY:

Date Cash Received by Treasurer: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Date Logged: \_\_\_\_\_

Category: \_\_\_\_\_