

Heritage Middle School PTO
CASH BOX REQUEST

Please submit request with at least three business days advance notice.

Date Submitted ____/____/____ Date Needed ____/____/____

Your Name _____ Phone (____) _____

Project / Event / Account _____

Total Amount Needed: \$ _____

Change Requested:

| <u>Cash</u> | <u>Quantity Requested</u> | <u>Subtotal Requested</u> | <u>Received (initials)</u> |
|----------------|---------------------------|---------------------------|----------------------------|
| \$10.00 | | \$ | |
| \$5.00 | | \$ | |
| \$1.00 | | \$ | |
| \$0.25 | | \$ | |
| \$0.10 | | \$ | |
| \$0.05 | | \$ | |
| \$0.01 | | \$ | |
| Total Cash: \$ | | | |

| <u>Cash</u> | <u>Quantity Returned</u> | <u>Subtotal Returned</u> | <u>Verified by (initials)</u> |
|---------------------------|--------------------------|--------------------------|-------------------------------|
| \$10.00 | | \$ | |
| \$5.00 | | \$ | |
| \$1.00 | | \$ | |
| \$0.25 | | \$ | |
| \$0.10 | | \$ | |
| \$0.05 | | \$ | |
| \$0.01 | | \$ | |
| Total Cash (Returned): \$ | | | |

Have an authorized volunteer verify the cash in the box before the event begins and initial the “received” column. At the end of the event, an authorized volunteer should return the same amount of cash (denominations may differ) with this form, initialing the “return” column.

Approved by (PTO Officer) _____ Date ____/____/____

Verified by (received) _____ Date ____/____/____

Verified by (returned) _____ Date ____/____/____

Received in office by (initials only) _____ Date ____/____/____

 For Treasurer’s Use Only

Delivered Date ____/____/____
 Date Returned ____/____/____

Delivery Method: Office Staff Personally to Requestor