

CASH BOX REQUEST

Alton Darby Elementary PTO

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		\$

Have a volunteer verify the cash in the box before the event begins. Sign below. At the end of the event, two volunteers should count the remaining cash, record it on a Deposit Notice form and turn it over to the treasurer to be deposited.

Approved by (PTO officer):	Date:
Verified by event volunteer:	Date: