

Cash Box Request Form

Lowrie Primary PTA

Instructions:

1. Complete and submit form to the PTA Treasurer **at least 3 days prior to event** (place in Treasurer box in School office and notify him/her that it is there via phone or email.)
2. Specify amount and denominations below.
3. Specify date/time cash is required.
4. Treasurer will contact individual to arrange pickup of cash.

Total number of Cash Boxes requested: _____
 Cash Boxes with Cash requested (see detail below): _____
 Date & Time Required _____
 Submitted By: _____
 Date submitted: _____
 Phone: _____ Email: _____
 Committee Name: _____
 Event: _____

Cash Detail: (check all that apply)

Paper Currency Sub Total \$ _____ Coin Currency (order in # rolls) Sub Total \$ _____
 \$ 20 Bills x _____ = _____ Quarter Roll = \$10.00 x _____ = _____
 \$ 10 Bills x _____ = _____ Dime Roll = \$ 5.00 x _____ = _____
 \$ 5 Bills x _____ = _____ Nickel Roll = \$ 2.00 x _____ = _____
 \$ 1 Bills x _____ = _____ Penny Roll = \$.50 x _____ = _____
Cash Total \$ _____

Two Board Members with signature authority must be present to withdraw cash.

Authorized Signature Date Authorized Signature Date

Treasurer use only:
 Approved by (Executive Committee Member): _____
 Date: _____
 Expense Category _____
 Amount: \$ _____
 10/01/12