

Cash Box Request

Geneva Middle School North PTO

Complete one form per cash box

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

Change requested:

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

- 1) Fill in your group's name in red above.
- 2) The person making the request fills in the shaded cells.
- 3) An authorized volunteer verifies the cash in the box before the event begins and signs below.
- 4) At the end of the event, an authorized volunteer counts the remaining cash, records it on a Deposit Notice form, and turns it over to the treasurer

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

FOR TREASURER'S USE ONLY: Category _____ Check # _____ Date _____ Logged _____