

Cash Box Request Form

McKenzie PTA 2009-2010

Instructions:

1. Complete this form.
2. Submit form to the PTA Assistant Treasurer at least **5 days** prior to event.
3. Specify number of cash boxes, up to 5, and amount and denominations below.
4. Specify date/time cash box is required.
5. Treasurer will contact individual to arrange pickup of cash boxes.

Number of Cash Boxes:

_____ Cash Boxes with Cash (see detail below)

_____ Empty Cash Boxes

Date & Time Required _____

Cash Detail: (check all that apply)

- Paper Currency

Sub Total \$ _____

\$ 20 Bills x _____ = _____

\$ 10 Bills x _____ = _____

\$ 5 Bills x _____ = _____

\$ 1 Bills x _____ = _____

- Coin Currency (order in # rolls)

Sub Total \$ _____

Quarter Roll = \$ 10.00 x _____ = _____

Dime Roll = \$ 5.00 x _____ = _____

Nickel Roll = \$ 2.00 x _____ = _____

Penny Roll = \$.50 x _____ = _____

Total \$ _____

Submitted By: _____

Date submitted: _____

Phone: _____ Email: _____

Committee Name: _____

Event: _____

Arti Bedella, PTA Assistant Treasurer
1602 Spencer Avenue
Wilmette, IL 60091
(847) 728-0107
bedella@comcast.net

Treasurer use only:

Check Number _____ Date: _____ Expense Category _____ Amount: \$ _____