

Cash Box Request and Money Collections Procedures

Requesting Starting Cash:

- Complete Starting Cash Request form available in the PTC Room at least 3 days before required.
- Submit request to the Treasurer.
- Treasurer will be withdraw the money from the bank, getting the denominations requested.
- Treasurer will supply the cash with the cash box to the requestor.
- Requestor will review cash and sign that it is received as requested. Return the signed form to the Treasurer for documentation for Bank Review Committee.

At time of event:

- 2 background checked people must be present at all times when collecting cash
- Never leave the cash box unattended
- Do not let students handle the cash

At completion of event:

- Have two people count and verify all cash/checks received and record on Cash Counting sheet
- Immediately return all money and cash boxes to the Treasurer or President to be deposited or locked up.
- Money should never be taken home!