

Cash Box Request

Hiteon PTC

Complete one form per cash box

YOUR NAME: <input style="width: 90%;" type="text"/>	PHONE: <input style="width: 90%;" type="text"/>
EVENT: <input style="width: 95%;" type="text"/>	
DATE SUBMITTED: <input style="width: 80%;" type="text"/>	DATE NEEDED: <input style="width: 80%;" type="text"/>
TOTAL AMOUNT NEEDED: \$ <input style="width: 80%;" type="text"/>	

Change Requested:

CASH	QUANTITY	TOTAL
\$10.00	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$5.00	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$1.00	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$0.25	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$0.10	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$0.05	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
\$0.01	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
TOTAL CASH:		\$ <input style="width: 50px;" type="text"/>

Volunteers, please verify the cash in the cash box before the Event begins, and sign below.

There must be 2 people present at all times when collecting cash.

At the end of the event 2 people must count and verify all cash collected and return it to the Treasurer or President at the completion of the event.

Cash should never go to someone's home.

APPROVED BY (PTC TREASURER):	DATE: / /
VERIFIED BY EVENT CHAIR:	DATE: / /

For Treasurer's Use Only: Category _____ Check # _____ Date _____ Amount _____ Logged _____