



# HITEON PTC CASH BOX REQUEST FORM

NAME

PHONE  EMAIL

DATE SUBMITTED  DATE NEEDED

EVENT

TOTAL AMOUNT NEEDED \$

CASH REQUESTED

CASH	QUANTITY	TOTAL
\$10.00	<input type="text"/>	<input type="text"/>
\$5.00	<input type="text"/>	<input type="text"/>
\$1.00	<input type="text"/>	<input type="text"/>
\$0.25	<input type="text"/>	<input type="text"/>
\$0.10	<input type="text"/>	<input type="text"/>
\$0.05	<input type="text"/>	<input type="text"/>
\$0.01	<input type="text"/>	<input type="text"/>
<b>TOTAL CASH</b>		<b>\$ <input type="text"/></b>

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 LEAD  DATE

*For PTC Treasurer's Use Only*

Category  Check #  Date  Amount \$  Logged