



## CASHBOX REQUEST FORM

To request a cash box, please complete this form two weeks before the event.

A check will be issued for the amount requested. The requester is responsible for acquiring the desired change for the event. ALL cash handlers MUST be PTA members and over the age of 18. Each cash box should have a Money Collection / Tally Sheet. Please fill out the correct portions of the Tally Sheet at the beginning and end of the event. Starting cash must be counted by the Event Chair and one other PTA member. Both individuals must sign on the top portion of the tally sheet. Ending cash must be counted by two (2) PTA Members. Both individuals must sign on the correct lines on the bottom portion of the Tally Sheet. Please note the type of sale on the Tally Sheet. The Event Chair(s) are responsible for the cash box and its contents until turned in to the Treasurer(s).

Today's Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

PROGRAM/COMMITTEE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

AMOUNT NEEDED: \_\_\_\_\_

(\$20-\$40)

CHECK PAYABLE TO: \_\_\_\_\_

CHECK MAILED TO: \_\_\_\_\_

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TREASURER USE:

CHECK NUMBER: \_\_\_\_\_ DATE MAILED: \_\_\_\_\_

CHECK ENTERED INTO QUICKEN