

## Samantha Smith PTSA Cash Box Request Form

**Instructions:**

- 1: Please submit this form to the Treasurer as a request for a cash box. (Please submit 1 week prior to event)
- 2: At the end of the event, complete a Cash Box Tally Sheet and follow the deposit procedure.

Questions? Contact [treasurer@smithptsa.org](mailto:treasurer@smithptsa.org)

Date of request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

	<u>Quantity</u>	<u>Amount</u>
<b>Checks</b>		
<b>\$100s</b>		
<b>\$50s</b>		
<b>\$20s</b>		
<b>\$10s</b>		
<b>\$5s</b>		
<b>\$1s</b>		
<b>Quarters</b>		
<b>Dimes</b>		
<b>Nickels</b>		
<b>Pennies</b>		
<b>Total</b>		

**Additional Items requested:**

- ☐ Cash Box
- ☐ Bank money bag

**Date Received:** \_\_\_\_\_

**Received By:**    X \_\_\_\_\_

**Treasurer:**       X \_\_\_\_\_