

Rose Hill PTC
Cash Box Request
Complete One Form per Cash Box or Cash Belt

9/02 white

Your Name _____ Phone _____

Project _____

Date Submitted _____

Date Needed _____

Specific location for this change request (ex: Pizza Stand) :

Change Requested:

\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$ 1	x	_____	=	_____
.25	x	_____	=	_____
.10	x	_____	=	_____
.05	x	_____	=	_____
.01	x	_____	=	_____
<i>Total for this box \$</i>				_____

<i>Note:</i>
Use one copy of this form to record the total boxes set up for this event and to act as support for the bank withdrawal.
Have each box verified by a volunteer before the event begins. At the end of event, the remaining money should be recorded on a Deposit Notice form.
<i>Total All Change \$</i> _____

Approved by (PTO Officer) _____ Date _____

Verified by Event Volunteer _____ Date _____

For Treasurer's Use Only

Account _____ Withdrawal # _____ Date _____ Logged _____