

Cash Box Request

Mount Airy and Parr's Ridge Elementary Schools PTO

Instructions:

1. Complete this form at least 1 week prior to your event.
2. Specify amounts and denominations as shown.
3. Specify date and time cash box is needed.
4. Treasurer will contact individual to arrange drop off / pick up of cash box(es).

Cash Detail:

Paper Currency

\$20 Bills x _____ = \$ _____

\$10 Bills x _____ = \$ _____

\$ 5 Bills x _____ = \$ _____

\$ 1 Bills x _____ = \$ _____

Subtotal: _____

Coin Currency (order by the roll)

Quarters = \$10 x _____ = \$ _____

Dimes = \$5 x _____ = \$ _____

Nickles = \$2 x _____ = \$ _____

Pennies = \$1 x _____ = \$ _____

Subtotal: _____

Total Requested: _____

_____ Number of Boxes Requested

Date, Time & Location Needed: _____

Submitted By: _____ Date: _____

Phone #: _____ E-Mail: _____

Committee Name: _____ Event: _____

Treasurer use only:

Check # _____ Date: _____ Expense Category: _____

Amount: \$ _____