



Crossfield Elementary School PTO Cash Box Request

Scan and email this form to treasurer@crossfieldpto.org or leave in PTO mailbox in CES main office.

Your Name _____ Date _____

Your Email _____

Total Amount Needed \$ _____ Date Cash is Needed _____

Specific description of what cash is needed for (i.e., "Make change at Ice Cream Social")

Denominations Requested

\$100 x _____ = \$ _____

\$50 x _____ = \$ _____

\$20 x _____ = \$ _____

\$10 x _____ = \$ _____

\$5 x _____ = \$ _____

\$1 x _____ = \$ _____

\$0.25 x _____ = \$ _____

\$0.10 x _____ = \$ _____

\$0.05 x _____ = \$ _____

\$0.01 x _____ = \$ _____

Total cash = \$ _____

PLEASE NOTE:

- This form must be completed and given to Treasurer no later than 2 weeks prior to the date the cash is needed.
- The person completing this form plus an additional event volunteer should verify the cash in the box before the event begins. Sign Below.
- At the end of the event, an authorized volunteer should count the remaining cash, record it on a "Deposit Notice" form, and turn it over to the Treasurer to be deposited.

PTO Use Only:

Verified by (Event Volunteer) _____ Date _____

Verified by (Event Volunteer) _____ Date _____

Approved by (PTO Officer) _____ Date _____

Approved by (PTO Officer) _____ Date _____