

Harrington Hartford School PTO

Cash Box Request

Your Name: _____ Phone: _____

Project / Event: _____

Date Submitted: _____ Date Needed: _____

<p>\$20 x _____ = _____</p> <p>\$10 x _____ = _____</p> <p>\$5 x _____ = _____</p> <p>\$1 x _____ = _____</p> <p>.25 (\$10 rolls) x _____ rolls = _____</p> <p>.10 (\$5 rolls) x _____ rolls = _____</p> <p>.05 (\$2 rolls) x _____ rolls = _____</p> <p>.01 (\$.50 rolls) x _____ rolls = _____</p> <p>Total Cash Requested \$ _____</p> <p>Number of Cash Boxes requested _____</p>	<p>Please submit Cash Box Request at least 4 days prior to event.</p> <p>At the end of the event, remember to take out cash box money first, before counting any event earnings.</p> <p>A separate Deposit Form must be completed for the amount of the Cash Box Request.</p> <p>Cash boxes must be returned to the Treasurer after event.</p>
---	--

Approved by (PTO Officer) _____

Date _____

For Treasurer's Use Only

Withdrawal # _____ Date _____ Logged _____