



Email completed form to:
momsptox@gmail.com

Cash Request Form

YOUR NAME: _____ **EMAIL:** _____

PROJECT/COMMITTEE: _____ **TOTAL DEPOSIT AMOUNT:**

_____ **\$ 0.00**

DATE SUBMITTED: _____ **DATE NEEDED:** _____

SPECIFIC DESCRIPTION OF SOURCE (e.g., payments for ice cream):

CASH	QTY	TOTAL
\$ 50.00		\$ 0.00
\$ 20.00		\$ 0.00
\$ 10.00		\$ 0.00
\$ 5.00		\$ 0.00
\$ 1.00		\$ 0.00
\$ 0.25		\$ 0.00
\$ 0.10		\$ 0.00
\$ 0.05		\$ 0.00
\$ 0.01		\$ 0.00
TOTAL CASH:		\$ 0.00

- 1) The person making the request fills in the green shaded cells.
- 2) An authorized volunteer verifies the cash in the box before the event begins and signs below.
- 3) At the end of the event, an authorized volunteer counts the remaining cash, records it on a Deposit form, and turns it over to the treasurer to be deposited.

APPROVED BY (PTO OFFICER): _____ **DATE:** _____

APPROVED BY (PTO OFFICER): _____ **DATE:** _____

VERIFIED BY EVENT VOLUNTEER: _____ **DATE:** _____

FOR TREASURER'S USE ONLY: Category _____ Check # _____ Date _____ Logged _____