

GMIS PTO

Cash Box Request

Please complete one form per cash box request. Please submit all cash box requests to the Treasurer at least one (1) week prior to the event.

(cash boxes require a trip to the bank by two authorized signers, as much advanced notice as possible is appreciated)

Cash Box Event: _____

Requested By: _____ Phone: _____

Date Submitted: _____ Date Needed: _____

Total Amount Requested: _____

Change Requested

Den	x	Qty	=	Amount
\$20	x		=	
\$10	x		=	
\$ 5	x		=	
\$1	x		=	
25¢	x		=	
10¢	x		=	
5¢	x		=	
1¢	x		=	
		Total		\$

Coins are only available in rolls
 Quarters= \$10 (40)
 Dimes= \$5 (50)
 Nickels= \$2.00 (40)
 Pennies= \$.50 (50)

Approved By: _____ Date: _____

-----For Treasurer Use Only -----

Budget Category: _____

Note:

The Cash Box Request Form will be kept on file with the corresponding Cash Box Report and PTA Deposit Slip.