

Horizon Elementary PTO Cash Box Request

Name: _____

Phone #: _____

Date Submitted: _____

Committee/Project: _____ (Ex: Spirit Wear, Book Fair)

Date Needed: _____

Policy: If a cash box is needed for a Horizon Elementary PTO event or fundraiser, the Committee Chairperson shall complete a Cash Box Request form and submit the form to the Treasurer at least two (2) business days prior to the event start. The Treasurer will obtain the requested cash and provide to the Committee Chairperson prior to the event. Upon completion of the event or fundraiser, the Committee Chairperson will note on the Deposit Form if initial cash box funds are included.

Time Needed: _____ am / pm

Cash Requested		
	#	Total
\$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:	\$	_____

Directions:

- 1) Notify PTO Treasurer via phone or e-mail that cash box is needed.
- 2) Complete the Cash Box Request Form and return to PTO Treasurer.
- 3) Arrange with PTO Treasurer for pick up or drop off of cash box.
- 4) Complete a Deposit Form upon completion of event or fundraiser.

For Treasurer's Use Only: Amount Withdrawn: \$ _____ Withdrawal Date: _____ Name: _____
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