

ALTON C. CREWS MIDDLE SCHOOL PTSA

Cash Box Request

Complete One Form per Cash Box or Cash Belt

Your Name _____ Phone _____

Date Submitted _____

Project/Category _____

Date Needed _____

Total Amount Needed \$ _____

Change Requested:

Note:

\$10 x _____ = _____

\$ 5 x _____ = _____

\$ 1 x _____ = _____

.25 x _____ = _____

.10 x _____ = _____

.05 x _____ = _____

.01 x _____ = _____

Total \$ _____

Have an authorized volunteer 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, and record it on a green Deposit Notice form, and turn it over to the Treasurer to be deposited.

Approved by (PTSA Officer) _____ Date _____

Verified by Event Volunteer _____ Date _____

For Treasurer's Use Only

Event _____ Check # _____ Date _____ Logged _____