

John Green Elementary School Parent Faculty Club

**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 (PTO Officer) \_\_\_\_\_ Date \_\_\_\_\_

Verified by Event Volunteer \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer's Use Only

Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_