

Calf Pen Meadow Elementary School 2020-2021

PTA Cash Box - Request Form

(To be request two weeks before event)

Date: _____

Chairperson: _____

Event: _____

NOTE:

-Beginning Event "Cash Box" total is \$75.00, should be counted separately prior to any transactions made.

-Once the event has ended, please fill out form "PTA Funds Received" to return money.

-Any questions contact Treasurer - Erica Eliashevsky (917) 721-2981

Request for Cash Box as follow:

COINS

Pennies	_____	x	\$	0.01	=	_____
Nickels	_____	x	\$	0.05	=	_____
Dimes	_____	x	\$	0.10	=	_____
Quarters	_____	x	\$	0.25	=	_____
Other	_____	x	\$	0.50	=	_____

TOTAL COINS: _____

BILLS

Ones	_____	x	\$	1.00	=	_____
Fives	_____	x	\$	5.00	=	_____
Tens	_____	x	\$	10.00	=	_____
Twenties	_____	x	\$	20.00	=	_____
Other	_____	x			=	_____

TOTAL BILLS: _____

TOTAL REQUESTED: \$ 75.00

I have counted and I'm confirming that we are starting the event with \$75.00. This amount will be add in the "PTA Funds - Received" form but it will be re from "Total Event Revenue" and return to the Cash Box for next event.

Print Name (Chairperson): _____

signature

Date: _____

Treasurer's signature