

Accompsett Elementary PTA

Cash Box Request Form



Instructions:

1. Complete this form.
 2. Submit form to PTA Treasurer at least 2 weeks prior to the event.
 3. Specify number of cash boxes, amount and denominations below.
 4. Specify date/time cash box is required.
 5. Treasurer will contact individual to arrange drop off/pickup of cash boxes.
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Committee Name: _____ Date Submitted: _____

Chairperson: _____ Phone Number: _____

Total Number of Cash Boxes: _____ Date & Time Required: _____

Cash Detail: (check all that apply)

Paper Currency

Sub Total \$ _____

\$ 20 Bills x _____ = _____

\$ 10 Bills x _____ = _____

\$ 5 Bills x _____ = _____

\$ 1 Bills x _____ = _____

Coin Currency (order in # rolls)

Sub Total \$ _____

Quarter Roll = \$10.00 x _____ = _____

Dime Roll = \$ 5.00 x _____ = _____

Nickel Roll = \$ 2.00 x _____ = _____

Penny Roll = \$.50 x _____ = _____

TOTAL \$ _____

Counted by: _____
Treasurer Chairperson Dated

When you receive the cash box (es), you must review the money in that box and confirm with a signature that you have received the amount stated on the cash box log inside the box. (Each box has its own form that must be signed.)
At the end of the event, all money must be counted by 2 people (from separate households); each one must sign off on the amount in that cash box. That money must be turned over to the Treasurer or other board member immediately. No cash boxes/money should ever be taken home by a chairperson for any reason.

Questions? Please contact:

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