

PTA Cash Box Request Form

This form should only be used when it is necessary to have a cash box at an event. It is best practices to have your membership vote on this request and have it noted in the meeting minutes that this was approved by members, however that may not always be possible. It must be signed by the person who will be receiving the check, that is the person going to the bank to get the cash for the cash box and bringing it to the event. Once all but the bottom box is completed, it should be copied. One copy should be attached to a check request form and the second copy should go with person getting the cash. The bottom box should be completed by two people verifying the cash when it is brought to the event. This second copy should stay with the money so it is available for preparing the deposit. Once the deposit is completed, it should be filed with the check request form for the Cash Box. * Two people always refers to two individuals who are not related or living in the same household.

Event: _____ Event Start Time: _____

Make Check Payable to: _____

Denominations requested:

Coins

Pennies # _____ @ \$0.01 _____

Nickels # _____ @ \$0.05 _____

Dimes # _____ @ \$0.10 _____

Quarters# _____ @ \$0.25 _____

Total Coin: \$ _____

Currency

ones # _____ @ \$1.00 _____

fives # _____ @ \$5.00 _____

tens # _____ @ \$10.00 _____

twentys # _____ @ \$20.00 _____

Total Currency: \$ _____

Total Cash + Coin needed = Check amount of: _____

I, _____ (printed name of check payee), will be responsible for cashing this check into the denominations listed above and will bring the cash to the event 30 minutes prior to the event start time. I will have the amount verified when I arrive with the cash and will have those verifying the amount complete the box at the bottom of this form. If I do not bring the cash on time or at all I will be responsible for paying the money back to the PTA.

_____ Signature (check payee who is bringing cash to event)

Approved by membership: _____ (date) - not required but recommended

Is the Committee Chair aware of this request? Y or N

Approved by: (2 people not related, living in the same household or listed as the payee of the check above)

Board Member #1: _____ (signature) Board Member #2: _____ (signature)

Copy once board members sign - one copy with person getting cash and one with a Check Request Form.

Complete this area when money arrives at the event.

I verify that the amount of cash brought for the cash box to this event equals the amount listed above for the check and that it is in the denominations listed above. I have noted and initialed any differences.

Counter #1: _____ (Signature) Counter #2: _____ (Signature)

Note: Counters cannot be related or living in the same household. Place this form with the cash so it is noticed when completing the event deposit.

Recorded in Financials: _____ by _____