

OAKLAND ELEMENTARY PTA

Cash Box Request Form



NAME:	PHONE: () -
EVENT / CATEGORY:	
DATE SUBMITTED: / /	DATE NEEDED: / /
TOTAL AMOUNT NEEDED: \$	

Cash box requests are to be made at least one week prior to the event to allow time for coordination of funds with the bank and requestor.

CASH BREAKDOWN REQUESTED

CASH	QTY	SUBTOTAL
\$20.00		
\$10.00		
\$5.00		
\$1.00		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
TOTAL REQUESTED:		

Rolled Coin Values	
Quarters (40)	\$10.00
Dimes (50)	\$ 5.00
Nickels (40)	\$ 2.00
Pennies (50)	\$ 0.50

APPROVED BY (PTA OFFICER):	DATE: / /
VERIFIED BY EVENT VOLUNTEER (signature):	DATE: / /

Event volunteer is not to sign until they receive the money and have verified the funds.

For PTA Office Use Only:

Date Received: _____ Ck#/Payee: _____ Date Issued: _____