

Forest Road PTO Cash Box Request

Requests for a cash box must be made 5 days prior to the event. After the requests are received, the treasurer and the requestor will agree on times to receive the beginning cash box and return the ending cash box. When returning a cash box, please include the counted money, this form and any calculators or cash box used. Please do not leave money at the school or in any mailbox. Any questions, please email the PTO Treasurer Suzy DiZillo at jdizillo@ameritech.net. Thank you.

Event: _____

Date: _____

Committee: _____

Counted by: _____

Number of Cash Boxes Needed: _____

Numbers of Calculators Needed: _____

	<u>Beginning Cash Box</u>		<u>Ending Cash Box</u>	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Pennies:	_____	_____	_____	_____
Nickels:	_____	_____	_____	_____
Dimes:	_____	_____	_____	_____
Quarters:	_____	_____	_____	_____
Half Dollars:	_____	_____	_____	_____
Singles:	_____	_____	_____	_____
Fives:	_____	_____	_____	_____
Tens:	_____	_____	_____	_____
Twenties:	_____	_____	_____	_____
Fifties:	_____	_____	_____	_____
Hundreds:	_____	_____	_____	_____
Checks:	_____	_____	_____	_____
Total:		\$ _____		\$ _____