

# Speas PTA Cash Box Request

Complete one form per cash box to be used. PLEASE give ample notice prior to event.

Person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Total Amount Needed: \$ \_\_\_\_\_

Date Needed: \_\_\_\_\_

Cash	Quantity	=	Total
\$20.00	x _____	=	\$ _____
\$10.00	x _____	=	\$ _____
\$ 5.00	x _____	=	\$ _____
\$ 1.00	x _____	=	\$ _____
\$ 0.25 in rolls of \$10	x _____	=	\$ _____
\$ 0.10 in rolls of \$5	x _____	=	\$ _____
\$ 0.05 in rolls of \$2	x _____	=	\$ _____
\$ 0.01 in rolls of \$0.50	x _____	=	\$ _____

Total Cash: \$ \_\_\_\_\_

**Approval:**

\_\_\_\_\_  
PTA President Signature

\_\_\_\_\_  
Date

**Request Received by:**

\_\_\_\_\_  
PTA Treasurer Signature

\_\_\_\_\_  
Date

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Initials/Date: \_\_\_\_\_