

Franklin PTA
Cash Box Request Form

Instructions:

1. Complete this form. Only one event per form.
2. Submit form to the PTA Treasurer at least **5 business days** prior to event.
3. Specify number of cash boxes, up to 3, and amount and denominations below.
4. Specify date/time cash box is required.
5. Treasurer will deliver cash boxes to event or make alternate delivery arrangements.

Number of Cash Boxes:

_____ Cash Boxes with Cash (see detail below)

_____ Empty Cash Boxes

Date & Time Required _____

Cash Detail: (check all that apply)

Paper Currency

\$ 20 Bills x _____ = _____

\$ 10 Bills x _____ = _____

\$ 5 Bills x _____ = _____

\$ 1 Bills x _____ = _____

Currency Sub Total \$ _____

Coin Currency (order in # rolls)

Quarter Roll = \$ 10.00 x _____ = _____

Dime Roll = \$ 5.00 x _____ = _____

Nickel Roll = \$ 2.00 x _____ = _____

Penny Roll = \$.50 x _____ = _____

Coin Sub Total \$ _____

Total Amount Requested: \$ _____

Submitted By: _____ Date submitted: _____

Phone: _____ Email: _____

Committee Requesting: _____

Name of Event: _____

Submit to: Jennifer Shelby, PTA Treasurer
2177 S. 78th St., West Allis, WI 53219
(414) 870-6572
sjennynick@aol.com

Treasurer use only: Check Number _____ Date: _____ Expense Category _____

Starting Cash redeposit date: _____