



Sakamoto PTO Cash Box Request Form

YOUR NAME:	PHONE:
PROJECT/CATEGORY:	
DATE SUBMITTED:	DATE NEEDED:
TOTAL AMOUNT NEEDED: \$	

- Have an authorized volunteer verify the cash in the box before the event begins.
- Sign Below.
- At the end of the event, two authorized volunteers should count the remaining cash, record it on a Deposit Form, and turn it over to the Event Coordinator to be deposited.

Change Requested:

CASH	QUANTITY	TOTAL
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$.25		\$
\$.10		\$
\$.05		\$
\$.01		\$
TOTAL CASH: \$		

APPROVED BY (PTO OFFICER):	DATE:
VERIFIED BY EVENT VOLUNTEER:	DATE:

For Treasurer's Use Only: Category: _____ Check# _____ Date: _____
 Logged: _____

