

Highcrest PTO Cash Box Request Form

Instructions:

1. Complete this form.
2. Submit form to the PTO Treasurer at least **7 days** prior to event.
3. Specify number of cash boxes (up to 5) with amount and denominations below.
4. Specify date/time cashbox is required.
5. Treasurer will contact individual to arrange pickup of cash boxes.

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 _____ = _____

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 _____ = _____

Sub Total: _____

Contact Information

Submitted By: _____ Date submitted: _____

Phone: _____ Email: _____

Committee Name: _____

Event: _____

Questions? Contact

Kara Lesperance, PTO Treasurer, treasurer@Highcrestpto.org