

Steck Elementary PTA Request for Cash Box Funds

(Please request cash two weeks in advance)

Date Submitted: _____ Date of Event: _____

Event Title: _____ Budget Line Item: _____

Requester Name: _____

Amount in Cash Box

Rolls of Quarters (\$10) # _____ x _____ = _____

Ones (\$1) # _____ x _____ = _____

Fives (\$5) # _____ x _____ = _____

Tens (\$10) # _____ x _____ = _____

Twenties (\$20) # _____ x _____ = _____

TOTAL CASH: \$ _____

Approved by:

- | | |
|----------|-------------------------------|
| 1. _____ | President |
| 2. _____ | Treasurer |
| 3. _____ | Co-President / Vice President |

Received By: _____ Date Received: _____

(Volunteer signature after counting with treasurer)