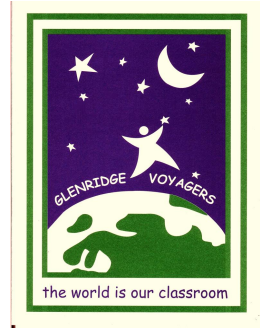


Glenridge Elementary PTSA
 Local Unit 9.7.77
 19405 – 120th AVE SE
 Kent, WA 98058



~ Cash Box Request Form ~

Date: _____

If a PTSA sponsored Event requires change to be given, the Cash Box Request Form must be completed and submitted to the Treasurer at least one week in advance of the Event. The Cash Box requires a visit to the Bank, so it is important to also email the Treasurer to notify them of your request.

Please complete this form and two (2) PTSA Members must count the money. Thank You!

Committee/Event: _____
 (Example: Fundraisers/Catalog Sales, Fundraisers/Book Fair; Family Events/Dance Night, Etc.)

Cash Box Request Amounts

Currency	Quantity	Amount	Coins	Quantity	Amount
\$20s		\$.	Quarters (\$10 rolls)		\$.
\$10s		\$.	Dimes (\$5 rolls)		\$.
\$5s		\$.	Nickels (\$2 rolls)		\$.
\$1s		\$.	Pennies (\$0.50 rolls)		\$.
Total:		\$.	Total:		\$.

Counted and Received by: _____ **Total Cash Box Request Amount: \$** _____ .

Member Name: _____ Member Name: _____

Signature: _____ Signature: _____

Phone: _____ Phone: _____

Comments: _____

~ Treasurer's Record ~

Coins Total: \$ _____ Date Given: _____ Receipt #: _____

Currency Total: \$ _____ Member Given To: _____

Total Cash Box: \$ _____ Treasurer's Signature: _____

Expense Category: _____ SubCategory: _____