**Mamaroneck Avenue School PTA**

**Cash Box Request Form**

**Date of Request: (please allow 2 weeks prior to event)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form Submitted by: (name/email/phone)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Name/Committee/Budget Category:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval of VP or PRES:**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Signature of the VP overseeing your committee is required for cash requests over $100. VPs will submit their own requests to the PTA Presidents.*

|  |  |
| --- | --- |
| **CASH DETAIL:**   Paper Currency:     * $20 Bills x \_\_\_\_ = \_\_\_\_ * $10 Bills x \_\_\_\_ = \_\_\_\_ * $5 Bills x \_\_\_\_ = \_\_\_\_ * $1 Bills x \_\_\_\_ = \_\_\_\_     Paper Sub Total: $ \_\_\_\_\_\_\_\_\_ |  Coin Currency (order by the roll):   * Quarters = $10 x \_\_\_\_ = \_\_\_\_      * Dimes = $ 5 x \_\_\_\_ = \_\_\_\_      * Nickels = $ 2 x \_\_\_\_ = \_\_\_\_      * Pennies = $.50 x \_\_\_\_ = \_\_\_\_ Coin Sub Total: $ \_\_\_\_\_\_\_\_\_\_\_\_\_   **TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_** |

**CASH BOXES:**

Number of boxes Requested: \_\_\_\_\_\_\_ Date & Time needed: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer Use Only:**

**Date Paid:\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**