**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**