



# DTES PTA Cash Box Request Form

Cash boxes requested by: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of request: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Number of cash boxes requested: \_\_\_\_\_

### Fill this section at time of request

#### Cash Box #1 Request

Bills

\$1	_____	x	\$1.00	=	_____
\$5	_____	x	\$5.00	=	_____
\$10	_____	x	\$10.00	=	_____
					Cash Box #1 Total = _____

#### Cash Box #2 Request

Bills

\$1	_____	x	\$1.00	=	_____
\$5	_____	x	\$5.00	=	_____
\$10	_____	x	\$10.00	=	_____
					Cash Box #2 Total = _____

#### Cash Box #3 Request

Bills

\$1	_____	x	\$1.00	=	_____
\$5	_____	x	\$5.00	=	_____
\$10	_____	x	\$10.00	=	_____
					Cash Box #3 Total = _____

For PTA use only at time of request:
Received by: _____
Date received: _____

### Fill this section at time of delivery

How cash boxes were delivered: \_\_\_\_\_

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

#### Signatures

Cash Box #1 Total = \_\_\_\_\_

Counter 1: \_\_\_\_\_

Cash Box #2 Total = \_\_\_\_\_

Counter 2: \_\_\_\_\_

Cash Box #3 Total = \_\_\_\_\_

Treasurer: \_\_\_\_\_