

# Grand Oak Elementary School PTA

## Cash Box Request Form



DATE REQUIRED: \_\_\_\_\_

COMMITTEE NAME: \_\_\_\_\_

EVENT: \_\_\_\_\_

### CASH REQUESTED

Bills	Quantity	Total Amount	Rolls of Coins	Total Amount
\$1's			Pennies (\$.50)	
\$5's			Nickels (\$2)	
\$10's			Dimes (\$5)	
\$20's			Quarters (\$10)	
			<b>Total Coins</b>	
	<b>Total Bills</b>			
		<b>Total Cash</b>		

COMMITTEE CHAIR SIGNATURE: \_\_\_\_\_

PTA PRESIDENT SIGNATURE: \_\_\_\_\_

**TREASURER:**  
 CHECK NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE CASHED: \_\_\_\_\_

#### INSTRUCTIONS

1. Complete form.
2. Obtain committee chair & PTA President's signatures.
3. Submit check request via the Treasurer's PTA Mailbox.
4. Checks are written weekly. If you need your check in less than 7 days, alert the Treasurer via e-mail.