

# Beattie Elementary PTO Cash Box Request Form



*Procedure:*

1. Complete one form per cash box request.
2. Place the completed form in the PTO drawer in the Beattie Office.
3. Email [beattieptotreas@gmail.com](mailto:beattieptotreas@gmail.com) and [beattiebobcatspto@gmail.com](mailto:beattiebobcatspto@gmail.com) to notify the form has been completed and dropped off.

*Allow a minimum of 14 days prior to the event or certain date.*

<b>Date of Submitted:</b>	<b>Date Needed By:</b>
<b>Requester's Name:</b>	<b>Requester's Contact Information:</b>
<b>Committee/Event:</b>	<b>Committee Lead:</b>

**Specific Description of Usage:**

### Cash Box Contents

Cash	Quantity	Total
<b>\$10</b> (25 in a bundle)		
<b>\$5</b> (20 in a bundle)		
<b>\$1</b> (25 in a bundle)		
<b>\$.25 quarters</b> (40 in a roll)		
<b>\$.10 dimes</b> (50 in a roll)		
<b>\$.05 nickels</b> (40 in a roll)		
<b>\$.01 pennies</b> (50 in a roll)		
	<b>Total:</b>	

**Additional Comments:**

**Requester's Signature:** \_\_\_\_\_

### For Treasurer Use Only:

Date Reviewed:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Issued:	Check #:
Notes:	
Treasurer's Signature:	President's Signature: