



# JFK PTO

## Cash Box Request/Reimbursement Form

**Please select one:**

- Request for "startup" cash before an event
- Reimbursement of "startup" cash after an event

**Cash Box Request/Reimbursement Information**

Name:  Email:

Phone #:

Date Submitted:  Date Needed:

Total Amount Requested/Reimbursed:

Description of Event/Project Associated with Cash Box Request:

**Cash Requested**

Cash	Quantity	Total
<b>\$20.00</b>		<b>\$</b>
<b>\$10.00</b>		<b>\$</b>
<b>\$ 5.00</b>		<b>\$</b>
<b>\$ 1.00</b>		<b>\$</b>
<b>\$ 0.25</b>		<b>\$</b>
<b>\$ 0.10</b>		<b>\$</b>
<b>\$ 0.05</b>		<b>\$</b>
<b>\$ 0.01</b>		<b>\$</b>
<b>Total Cash:</b>		<b>\$</b>

Before an Event, an Event Coordinator should:

- Request "startup" cash for the cash box by completing this form as a Request for cash

At the end of the Event, an Event Coordinator and PTO Officer should:

- Separate the "startup amount" and record it on this form as a Reimbursement. This should have a corresponding Cash Box Form as a Request for cash
- Count the remaining cash and record it on a Deposit Form
- Turn all documents and monies over to Treasurer to be deposited

Approved by (President or Vice-President):  Date:

Approved by (Treasurer):  Date:

Verified by (Event Volunteer):  Date:

For Treasurer's Use Only

Check #  Date  Payee