



# Benson Hill Elementary PTA



Local Unit 9.11.005  
18665 – 116<sup>th</sup> AVE SE  
Renton, WA 98058

## ~ Cash Box Request Form ~

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

If a PTA sponsored Event requires change to be given, the Cash Box Request Form must be completed and submitted to the Treasurer at least one week in advance of the Event. The Cash Box requires a visit to the Bank, so it is important to also email the Treasurer to notify them of your request.

**Please complete this form and two (2) PTA Members must count the money. Thank You!**

Committee/Event: \_\_\_\_\_

(Example: Fundraisers/Sally Foster, Fundraisers/Book Fair; Family Events/Dance Night, Etc.)

### Cash Box Request Amounts

Coins	Quantity	Amount	Currency	Quantity	Amount
Quarters (\$10 rolls)		\$ .	\$20s		\$ .
Dimes (\$5 rolls)		\$ .	\$10s		\$ .
Nickels (\$2 rolls)		\$ .	\$5s		\$ .
Pennies (\$0.50 rolls)		\$ .	\$1s		\$ .
<b>Total:</b>		\$ .	<b>Total:</b>		\$ .

**Total Cash Box Request Amount: \$ \_\_\_\_\_.**

Counted and Received by:

Member Name: \_\_\_\_\_ Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments: \_\_\_\_\_

### ~ Treasurer's Record ~

Coins Total: \$ \_\_\_\_\_ Date Given: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Currency Total: \$ \_\_\_\_\_ Member Given To: \_\_\_\_\_

Total Cash Box: \$ \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_

Expense Category: \_\_\_\_\_ SubCategory: \_\_\_\_\_