Harmony Elementary PTA
Cash Box Request & Verification Form

Complete one form per cash box requested, up to 4 boxes total. Submit completed form(s) to the PTA Treasurer at least **5 business days** prior to event. Treasurer will contact you to arrange for drop off and pickup of the cash boxes.

CHAIRPERSON & EVENT INFORMATION

Your Name: _____ Phone: _____

Category/Event: _____ Time of Category/Event: _____

Date Needed: _____ Date Submitted: _____

TOTAL CASH AMOUNT REQUESTED: _____ Check #: _____

OPENING COUNT

$10.00 Bills   x _____ = _____

$5.00 Bills   x _____ = _____

$1.00 Bills   x _____ = _____

$0.25 Roll = $10   x _____ = _____

$0.10 Roll = $5   x _____ = _____

$0.05 Roll = $2   x _____ = _____

$0.01 Roll = 50¢   x _____ = _____

OPENING TOTAL: _____

Cash Box #   1   2   3   4   *circle one*

Two authorized PTA volunteers* must verify the cash in the box matches the change requested to the left before the event begins and sign below.

Cash Box **Opening Count** Verified by:

1. _____

2. _____

CLOSING COUNT (CHECKS ON BACK)

$100.00 Bills   x _____ = _____

$50.00 Bills   x _____ = _____

$20.00 Bills   x _____ = _____

$10.00 Bills   x _____ = _____

$5.00 Bills   x _____ = _____

$1.00 Bills   x _____ = _____

$0.25 Coins   x _____ = _____

$0.10 Coins   x _____ = _____

$0.05 Coins   x _____ = _____

$0.01 Coins   x _____ = _____

CLOSING CASH TOTAL: _____

CLOSING CHECKS TOTAL: _____

CLOSING GRAND TOTAL: _____

*At the end of the event, **two** authorized PTA volunteers* must count the remaining cash, verify by signing below, record it on a Deposit Notice form, and turn it over to the treasurer or secretary of treasury to be deposited along with any checks.*

Cash Box **Closing Count** Verified by:

1. _____

2. _____

*Authorized PTA Volunteers include executive and chairperson board members. An executive board member must be present at an event while a cash box is in use. **Each cash box is to only be used for one category per event.

Questions? Contact our PTA Treasurer
pta.treasurer.hes@gmail.com

CHECKS

#	$	#	$	#	$
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
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# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____
# _____	$ _____	# _____	$ _____	# _____	$ _____

CLOSING CHECKS TOTAL: _____