

# VALLEY FORGE ELEMENTARY PTO

## Cash Box Request

*Complete One Form Per Cash Box*

Your Name: \_\_\_\_\_

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

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

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

Event: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Bills:				
\$20	X		=	\$ -
\$10	X		=	\$ -
\$5	X		=	\$ -
\$1	X		=	\$ -
<b>TOTAL</b>				\$ -

Coins:	Please indicate # of coin rolls for each line item below:			
Quarters	X		# rolls	= \$ -
Dimes	X		# rolls	= \$ -
Nickels	X		# rolls	= \$ -
Pennies	X		# rolls	= \$ -
<b>TOTAL</b>				\$ -

*roll of quarters = 40 quarters, \$10.00*  
*roll of dimes = 50 dimes, \$5.00*  
*roll of nickels = 40 nickels, \$2.00*  
*roll of pennies = 50 pennies, \$.50*

**Procedures:**

1. Complete and submit cash box request to Assistant Treasurer at least one week in advance of the date needed. Forms can be emailed to [atreasurer@vfespto.org](mailto:atreasurer@vfespto.org) or left in the Treasurer's mailbox.
2. Cash box will be put in the office safe before the event; ask school secretary for cash box on day of event.
3. At the end of the event, count all money (including the start up cash), fill out a deposit slip and put the money in an envelope in the school safe. Blank deposit forms are usually included in the bottom of the cash box; they can also be found in the Treasurer's mailbox in the main office or on the "forms" page of [www.vfespto.org](http://www.vfespto.org)
4. Return empty cash box to school secretary.
5. Email Assistant Treasurer that a deposit needs to be picked up.

**Note: Cash boxes are not to leave school premises unless approved by the PTO President or the Treasurers. Refer to the Deposit Notice form for additional procedures related to preparing deposits.**

-----  
 For Treasurer Use Only:

Category \_\_\_\_\_ Transaction ID \_\_\_\_\_ Withdrawal Date \_\_\_\_\_ Date Logged \_\_\_\_\_