

# Westfield PTC

## Cash Box Form and Directions:

- 1) Please complete this form to get the cash needed for your event
- 2) Please allow 3-4 business days before your event
- 3) Count the \$ you have received to verify accuracy
- 4) When your event is over, count the money and turn in with a deposit form. Do not leave cash at school. Please make arrangements with the treasurer or a board member to get money turned in the day of your event
- 5) Consider rounding prices to avoid excess change

## PTC Request for Cash Boxes

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

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

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Cash requested:

	Qty	\$ Amt
Twenties		
Tens		
Fives		
Singles		
<b>Total Bills:</b>		
Pennies		
Nickels		
Dimes		
Quarters		
<b>Total Coins:</b>		

Verified by Event Volunteer: \_\_\_\_\_