

Cash Box Request

Tabernacle Home and School Association

Complete one form per cash box

YOUR NAME:		PHONE:
PROJECT/CATEGORY:		
DATE SUBMITTED:	DATE NEEDED:	
TOTAL AMOUNT NEEDED:		

Change requested:

CASH	QUANTITY	TOTAL
\$ 10.00		
\$ 5.00		
\$ 1.00		
\$ 0.25		
\$ 0.10		
\$ 0.05		
\$ 0.01		
TOTAL CASH:		

1. Fill in your committee/event name above.
2. The person making the request fills in the cash amounts request.
3. An HSA officer verifies the cash in box before the start of the event.
4. At the end of the event, an HSA officer counts the remaining cash, records it and turns it over to the treasurer to be deposited.

APPROVED BY (PTO OFFICER):	DATE:
VERIFIED BY EVENT VOLUNTEER:	DATE:

FOR TREASURER'S USE ONLY: Deposited On Date _____