

Cash Box/Change Request Form

Committee: _____ Today's Date: _____
 Event/Reason Needed: _____
 Date Needed: _____
 Anticipated date deposit to replace will be made: _____

- There are events and circumstances where change or a cash box is needed with startup monies. You can buy change with funds on hand, but never borrow from another event or have a person "front the funds".
- So funds are needed for a few days or a week, such as with a book fair and at others times a cash box is needed for several months or for most of the year, as with a uniform shop or school store.
- At the beginning request change and at the end, make a matching deposit amount (returning cash box funds) but never cross over a financial year (summer).

Item	Quantity	Amount	Total Amount
Pennies		X .50	
Nickels		X 2.00	
Dimes		X 5.00	
Quarters		X 10.00	
Ones		X 1.00	
Fives		X 5.00	
Tens		X 10.00	
Twenties		X 20.00	
GRAND TOTAL REQUEST			\$

Treasurer's Use Only

Withdraw date _____ Trans. ID _____ Amount \$ _____

Mthly Statement/Appeared: _____ Budget updated: _____

Funds Replenished/Deposit Returned Date: _____