



# Woodmoor PTSA

## Cash Box Check Request & Start-Up Form

THIS REQUEST FORM MUST BE SUBMITTED TO THE TREASURER  
ONE WEEK IN ADVANCE OF THE EVENT

This form must be returned to the treasurer after the event. Please include it  
with the deposit form.

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

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

Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_

Submitting request for \_\_\_\_\_ Date of Event \_\_\_\_\_  
Event Name

REQUESTED AMOUNT: \$ \_\_\_\_\_

START-UP FUNDS IN CASH BOX		
<b>Bills</b>		
Ones		\$
Fives		\$
Tens		\$
Twenties		\$
	Bills Total	\$
<b>Coins</b>		
Pennies		\$
Nickels		\$
Dimes		\$
Quarters		\$
	Coins Total	\$
<b>Total Start-Up Amount in Box</b>		\$

Start Up Amount Verified by: \_\_\_\_\_  
Sign, date and leave form in the cash box

Individual receiving cash box funds at end of event: \_\_\_\_\_  
Signature and date of individual receiving

### *For Treasurer Use Only*

**Attach check stub to front of form (when returned)**

Check provided by PTSA to: \_\_\_\_\_

Check Date: \_\_\_\_\_ Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Date money returned to bank \_\_\_\_\_