

# Cash Box Request Form

## Instructions:

1. Complete this form. Only one event per form.
2. Submit form to the Treasurer at least **5 business days** prior to event.
3. Specify number of cash boxes, up to 3, and amount and denominations below.
4. Specify date/time cash box is required.
5. Treasurer will deliver cash boxes to event or make alternate delivery arrangements.

Number of Cash Boxes:

\_\_\_\_\_ Cash Boxes with Cash (see detail below)

\_\_\_\_\_ Empty Cash Boxes

Date & Time Required \_\_\_\_\_

## Cash Detail: (check all that apply)

### Paper Currency

\$ 20 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 10 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 5 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 1 Bills x \_\_\_\_\_ = \_\_\_\_\_

Currency Sub Total \$ \_\_\_\_\_

### Coin Currency (order in # rolls)

Quarter Roll = \$ 10.00 x \_\_\_\_\_ = \_\_\_\_\_

Dime Roll = \$ 5.00 x \_\_\_\_\_ = \_\_\_\_\_

Nickel Roll = \$ 2.00 x \_\_\_\_\_ = \_\_\_\_\_

Penny Roll = \$ .50 x \_\_\_\_\_ = \_\_\_\_\_

Coin Sub Total \$ \_\_\_\_\_

**Total Amount Requested:** \$ \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date submitted: \_\_\_\_\_

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

Committee Requesting: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Submit to:

Treasurer use only: Check Number \_\_\_\_\_ Date: \_\_\_\_\_ Expense Category \_\_\_\_\_

Starting Cash redeposit date: \_\_\_\_\_