

Cash Box Funds Request

Cash Box Process

Every PTA at some time will need cash for an event. In PTA Money Matters it suggests a Cash Box form to help with this process.

The Treasurer will write a check to the individual (payee) not for cash, who is responsible for getting the cash for the cash box. As with all checks, two signatures are required. If it is the Treasurer who will get the cash, it is recommended that two different signers sign the check. Since a receipt is always required, below is the form to fill out and use as a receipt.

Cash Box Funds Request	
Date: _____	
Program (Committee/Events) or Project (Dept.): _____	
Amount Requested: _____	
Denominations: _____ .25¢ _____ \$1 _____ \$5 _____ \$10 _____ \$20 _____ Other	
Payee: _____	
Payee Signature: _____	
Treasurer Signature: _____	
Make copy to put in Cash Box. Original for Treasurer.	

Receipt for Cash Returned	
Date: _____	Treasurer Signature: _____

Questions? Contact PTA Treasurer

Email: sacpta@yahoo.com **Website:** sacpta.yolasite.com **Facebook:** www.facebook.com/Sacajawea.Elementary.PTA

FOR PTA TREASURER USE ONLY: Date Form Received _____

Check #: _____ **Check Amount:** _____ **Date Issued:** _____

Approved - Budget Category Applied: _____

Denied – Reason: _____

Logged into Quicken Ledger

“STAPLE CHECK CARBON HERE”