

Cash Box Request

SECTION I (Complete this section and submit this form to the Financial Coordinator at least ONE week before event.)

Date of Cash Box Request: _____

Date of Event: _____ Event: _____

Admission Price Charged: _____
(List all ticket prices)

Name of Class/Club: _____

Requested by _____
(Signature of Event Sponsor)

Cash Box will be issued on the day of event or on the last school day before the event, if the event in on Saturday or Sunday.
Cash Box **MUST** be returned before noon on the first school day after the event.

SECTION II (completed at the time the Cash Box is issued)

Amount of Cash Issued \$ _____ in the following denominations:

_____ One's	_____ Quarters
_____ Five's	_____ Dimes
_____ Ten's	_____ Nickels

Cash Issued by: _____ Date: _____

I am the event sponsor and I will be responsible for the cash and the cash box at all times. I understand that I am responsible for returning the cash and the cash box on the first school day after the event.

Cash Received by: _____ Date: _____

SECTION III (completed at the time the Cash Box is returned)

Amount of Cash Returned (Only US Currency will be accepted) \$ _____ in the following denominations:

_____ \$1	_____ Quarters
_____ \$5	_____ Dimes
_____ \$10	_____ Nickels
_____ \$20	_____ Pennies
_____ \$50	
_____ Other _____	

Cash returned by: _____ Date: _____

Cash Received by: _____ Date: _____

A copy of this form is given to the sponsor when the cash box is issued and when it is returned.