

Change for Cash Box Request Form

Please complete this form when requesting funds to make change for events you are chairing or on the committee for on behalf of the PTA. Form must be sent to treasurer at a minimum of 72 hours prior to your event to ensure funds can be withdrawn from the bank. The change will be separated out from your totals, and returned in full to the treasurer with a PTA Deposit Form.

Date of Request: ____/____/____

Requested By (Print Name): _____

Phone #: _____ Email: _____

Committee/Event: _____

Reason for Cash for Change: _____

Cash Delivered to (Name & Address): _____

Amount of Cash: \$_____

Instructions for Cash Delivery (select one): ____ Deliver check to Requestor

____ Deliver to Delegate (please provide name)

Signature of Requestor/Delegate: _____ Date: ____/____/____

For Treasurer's Use Only

Date Cash Issued: ____/____/____ Date of Event: ____/____/____

Cash Provided To: _____

Cash Amount: \$_____

Budget Item Charged: _____

Approved by: _____