

# East Moriches School District

523 Montauk Highway, East Moriches, NY 11940  
(631) 909-7999

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## EMPTO CASH ADVANCE FORM

Cash Box Request

### Instructions:

- Please submit request for cash advance no later than one week prior to date needed.
- Please place the form into the PTO mailbox in the Elementary School to the attention of PTO treasurer.
- E-mail treasurer ([treasurer@empto.org](mailto:treasurer@empto.org)) to notify request has been submitted to ensure timely fulfillment of request.

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

Information for person requesting cash

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

Email Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date request submitted: \_\_\_\_\_

Event date (date cash needed by): \_\_\_\_\_

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

Quantity of: \$10 \_\_\_\_\_ \$5 \_\_\_\_\_ \$1 \_\_\_\_\_

\$0.25 \_\_\_\_\_ \$0.10 \_\_\_\_\_ \$0.05 \_\_\_\_\_ \$0.01 \_\_\_\_\_

Cash Boxes: Quantity Needed: \_\_\_\_\_

**I understand I am responsible for this cash until it is returned back to the possession of the PTO treasurer.**

✕ \_\_\_\_\_  
*SIGNATURE*