

EMPTO CASH BOX SHEET

CASH BOX *STARTING* INVENTORY

DATE: _____ BOX# _____

PTO EVENT: _____

AMOUNT ISSUED: \$ _____

CASH	QTY.	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
\$1 COINS		
\$0.50 COINS		
QUARTERS		
DIMES		
NICKELS		
PENNIES		
CASH TOTAL		\$

✕ _____
 RECEIVED BY **CHAIR** SIGNATURE

✕ _____
 TREASURER SIGNATURE

 AMT VERIFIED BY 2 PEOPLE YES NO

CASH BOX *CLOSING* INVENTORY

DATE: _____ BOX# _____

PTO EVENT: _____

CASH	QTY.	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
\$1 COINS		
\$0.50 COINS		
QUARTERS		
DIMES		
NICKELS		
PENNIES		
CASH TOTAL		\$

CHECKS	QTY.	AMOUNT
TALLY ALL		
CHECK TOTAL		\$

CASH & CHECK TOTAL	\$
LESS STARTING CASH AMOUNT	- \$
TOTAL EARNED	\$

✕ _____
 COUNTED **CHAIR** SIGNATURE

✕ _____
 COUNTED BY **TREASURER** SIGNATURE

 AMT VERIFIED BY 2 PEOPLE YES NO