

Sierra Heights Elementary PTSA

Start-up Cash Box

*****Complete form before and after each event*****

Event: _____

Event Date: _____

Amount Requested: \$ _____

Beginning Count

Request from bank *(please submit request at least 1 week prior to needed)*

Date Needed: _____

Requested by: _____

Provided Date / Treas. Init: _____

Provided by individual

Provided by: _____

Ending Count

Returned to bank

Date Returned: _____

Returned by: _____

Returned Date / Treas. Init: _____

Returned to individual

Returned to: _____

Cash

| | Qty | | | | | | |
|-------|-----|-----|-------------------|-----------|-------|--|--|
| _____ | x | 100 | \$ | _____ | | | |
| _____ | x | 50 | \$ | _____ | | | |
| _____ | x | 20 | \$ | _____ | | | |
| _____ | x | 10 | \$ | _____ | | | |
| _____ | x | 5 | \$ | _____ | | | |
| _____ | x | 2 | \$ | _____ | | | |
| _____ | x | 1 | \$ | _____ | | | |
| | | | Total Cash | \$ | _____ | | |

Coins

| | Qty | | | | | | |
|-------|-----|------|----------------------------|-----------|-------|--|--|
| _____ | x | 1.00 | \$ | _____ | | | |
| _____ | x | 0.50 | \$ | _____ | | | |
| _____ | x | .25 | \$ | _____ | | | |
| _____ | x | .10 | \$ | _____ | | | |
| _____ | x | .05 | \$ | _____ | | | |
| _____ | x | .01 | \$ | _____ | | | |
| | | | Total Coins | \$ | _____ | | |
| | | | Total Start-up Cash | \$ | _____ | | |

Counted on _____ by:

Count #1 Signature: _____

Count #2 Signature: _____

Treasurer's Signature: _____

Cash

| | Qty | | | | | | |
|-------|-----|-----|-------------------|-----------|-------|--|--|
| _____ | x | 100 | \$ | _____ | | | |
| _____ | x | 50 | \$ | _____ | | | |
| _____ | x | 20 | \$ | _____ | | | |
| _____ | x | 10 | \$ | _____ | | | |
| _____ | x | 5 | \$ | _____ | | | |
| _____ | x | 2 | \$ | _____ | | | |
| _____ | x | 1 | \$ | _____ | | | |
| | | | Total Cash | \$ | _____ | | |

Coins

| | Qty | | | | | | |
|-------|-----|------|----------------------------|-----------|-------|--|--|
| _____ | x | 1.00 | \$ | _____ | | | |
| _____ | x | 0.50 | \$ | _____ | | | |
| _____ | x | .25 | \$ | _____ | | | |
| _____ | x | .10 | \$ | _____ | | | |
| _____ | x | .05 | \$ | _____ | | | |
| _____ | x | .01 | \$ | _____ | | | |
| | | | Total Coins | \$ | _____ | | |
| | | | Total Returned Cash | \$ | _____ | | |

Counted on _____ by:

Count #1 Signature: _____

Count #2 Signature: _____

Treasurer's Signature: _____