

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

Return to bank

Date Returned: _____

Returned by: _____

Returned Date / Treas. Init: _____

Returned to individual

Returned to: _____

Cash

	requested	count #1	count #2
\$ 100	\$ _____	\$ _____	\$ _____
\$ 50	\$ _____	\$ _____	\$ _____
\$ 20	\$ _____	\$ _____	\$ _____
\$ 10	\$ _____	\$ _____	\$ _____
\$ 5	\$ _____	\$ _____	\$ _____
\$ 2	\$ _____	\$ _____	\$ _____
\$ 1	\$ _____	\$ _____	\$ _____

Coins

	requested	count #1	count #2
\$ 1.00	\$ _____	\$ _____	\$ _____
50¢	\$ _____	\$ _____	\$ _____
25¢	\$ _____	\$ _____	\$ _____
10¢	\$ _____	\$ _____	\$ _____
5¢	\$ _____	\$ _____	\$ _____
1¢	\$ _____	\$ _____	\$ _____

Total Cash \$ \$ \$

Counted on _____ by: _____

Count #1 Signature: _____

Count #2 Signature: _____

Treasurer's Signature: _____

Cash

	count #1	count #2	treasurer
\$ 100	\$ _____	\$ _____	\$ _____
\$ 50	\$ _____	\$ _____	\$ _____
\$ 20	\$ _____	\$ _____	\$ _____
\$ 10	\$ _____	\$ _____	\$ _____
\$ 5	\$ _____	\$ _____	\$ _____
\$ 2	\$ _____	\$ _____	\$ _____
\$ 1	\$ _____	\$ _____	\$ _____

Coins

	count #1	count #2	treasurer
\$ 1.00	\$ _____	\$ _____	\$ _____
50¢	\$ _____	\$ _____	\$ _____
25¢	\$ _____	\$ _____	\$ _____
10¢	\$ _____	\$ _____	\$ _____
5¢	\$ _____	\$ _____	\$ _____
1¢	\$ _____	\$ _____	\$ _____

Total Cash \$ \$ \$

Counted on _____ by: _____

Count #1 Signature: _____

Count #2 Signature: _____

Treasurer's Signature: _____

Withdraw from Bank Receipt

Return to Bank Deposit Slip