

# DeMasi Elementary PTA Cash Box Request

**Instructions:**

1. Complete this form at least 1 week prior to your event.
2. Specify amount and denominations as shown.
3. Specify date and time cash box is needed.
4. Treasurer will contact individual to arrange pick up of cash box(es).

**CASH DETAIL:**

Cash Bills				Coins (order by the roll)			
\$20	Bills	x _____	= \$ 0.00	\$10	Quarters	x _____	= \$ 0.00
\$10	Bills	x _____	= \$ 0.00	\$5	Dimes	x _____	= \$ 0.00
\$5	Bills	x _____	= \$ 0.00	\$2	Nickels	x _____	= \$ 0.00
\$1	Bills	x _____	= \$ 0.00	\$1	Pennies	x _____	= \$ 0.00
Total Bills			\$ 0.00	Total Coins			\$ 0.00
<b>Total Amount Requested:</b>				<b>\$ 0.00</b>			

**CASH BOXES:**

Number of boxes requested (max 2): \_\_\_\_\_ Date & Time Needed: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Treasurer Use Only:**

Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Expense Category: \_\_\_\_\_ Amount: \_\_\_\_\_

**The following to be completed upon return of the cash box:**

Number of boxes returned (max 2): \_\_\_\_\_

Returned by: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*\*For any questions or help completing the request form, please contact:  
Sue Kuster, PTA Treasurer, at 856/596-9501 or [treasurer@pta-des.org](mailto:treasurer@pta-des.org)*

**DEMASI ELEMENTARY PTA**  
**FUNDS COLLECTION SIGNATURE FORM**

\*At the end of each event, two [unrelated] people must count the cash box.

First Counter: (preferably committee chair)

I, \_\_\_\_\_, holding the position of \_\_\_\_\_, have counted  
(Print Name) (PTA Title/Role)

the monies collected for, \_\_\_\_\_ and  
(Event)

I have found the Total to be \$ \_\_\_\_\_.

*[Total includes the amount given by the Treasurer in the cash box.]*

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

Second Counter:

I, \_\_\_\_\_, holding the position of \_\_\_\_\_, have counted  
(Print Name) (PTA Title/Role)

the monies collected for, \_\_\_\_\_ and  
(Event)

I have found the Total to be \$ \_\_\_\_\_.

*[Total includes the amount given by the Treasurer in the cash box.]*

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

**\*This form is to be given with the Cash Box to the Treasurer.\***