

# Romona PTA Cash Box Request Form

## Instructions:

1. Complete this form.
2. Submit form to the PTA Treasurer at least **5 days** prior to event. Contact the Treasurer at [treasurer@romonapta.org](mailto:treasurer@romonapta.org) to alert that a submittal has been made.
3. Specify number of cash boxes (up to 5) and amount with denominations below.
4. Specify date and time cash box is required.
5. Treasurer will contact you to arrange pickup of cash boxes.

## Number of Cash Boxes:

\_\_\_\_\_ Empty Cash Boxes

\_\_\_\_\_ Cash Boxes with Cash (see detail below)

**Date & Time Required** \_\_\_\_\_

## Cash Detail: *(check all that apply)*

### • Paper Currency

\$ 20 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 10 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 5 Bills x \_\_\_\_\_ = \_\_\_\_\_

\$ 1 Bills x \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$** \_\_\_\_\_

### • Coin Currency *(order in # rolls)*

Quarter Roll = \$ 10.00 x \_\_\_\_\_ = \_\_\_\_\_

Dime Roll = \$ 5.00 x \_\_\_\_\_ = \_\_\_\_\_

Nickel Roll = \$ 2.00 x \_\_\_\_\_ = \_\_\_\_\_

Penny Roll = \$ .50 x \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Committee Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

Send questions to: [treasurer@romonapta.org](mailto:treasurer@romonapta.org)