

Timber Ridge PTO

Cash Box Request

Your Name _____ Phone _____ Date Submitted _____

Committee/Project _____

Date(s) Needed _____ Time Needed _____ am pm

Specific Cash needs

\$100 x _____ = _____

\$50 x _____ = _____

\$20 x _____ = _____

\$10 x _____ = _____

\$5 x _____ = _____

\$1 x _____ = _____

.25 x _____ = _____

.10 x _____ = _____

.05 x _____ = _____

.01 x _____ = _____

Total Cash \$ _____

- A) Fill out request and return to PTO Treasurer
- B) The Cash Box will be left for you in the Timber Ridge Office – ask the office staff
- C) Complete a green Deposit Form each day the cash box is used