



# ALTA VISTA HOME AND SCHOOL CLUB

## CASH BOX MONEY REQUEST FORM FOR AVHSC EVENTS

\*\*\*Cash box money requests should be made at least one week in advance to the AVHSC Treasurer\*\*\*  
 \*\*\*Empty cash boxes are stored in the Alta Vista Closet on the top shelf to the left. Please retrieve empty cash boxes on your own and return empty cash boxes at end of your event to the same location\*\*\*

<u>Date of Request:</u>
<u>Event:</u>
<u>Total Amount Needed: \$</u>
<u>Details of your cash boxes: (i.e. 2 cash boxes with \$75 each [\$40 in \$5's, \$35 in 1's] for ticket sales; 1 cash box with \$100 in \$5's for raffle)</u>
<u>Date/Time Needed:</u>
<u>Requestor Name:</u>
<u>Committee Treasurer Approval (Auction, Drama Club, Fantasy Fair, Walkathon):</u>

### **CASH DETAIL:**

<u>Type of Bill</u>	<u>#</u>	<u>Amount</u>
\$20		\$
\$10		\$
\$5		\$
\$1		\$
<b><u>TOTAL of Bills: \$</u></b>		

<u>Type of Coin</u>	<u># of rolls</u>	<u>Amount</u>
Quarter Roll (\$10)		\$
Dime Roll (\$5)		\$
Nickel Roll (\$2)		\$
Penny Roll (\$0.50)		\$
<b><u>Total of Coins: \$</u></b>		

**TOTAL CASH BOX REQUEST AMOUNT** (Sum of the Total Bills and the Total Coins): \$ \_\_\_\_\_

### **Counted and Received by:**

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_