

# Hollymead PTO Cash Request Form

Complete form when cash is needed for an event (e.g. for a cash box, delivery person tip, custodian tip, etc.). This form should be submitted to the Treasurer at least 1 week prior to the date the cash is required. May be submitted via email at [hollymeadptotreasurer@gmail.com](mailto:hollymeadptotreasurer@gmail.com)

Date \_\_\_\_\_

Event Name \_\_\_\_\_ Date & Time of Event \_\_\_\_\_

Chairperson Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Purpose (cash box, tips, etc.) \_\_\_\_\_

Location for cash delivery \_\_\_\_\_

	Number	Total
Cash \$20		\$
Cash \$10		\$
Cash \$5		\$
Cash \$1		\$
Change \$.25		\$
Change \$.10		\$
Change \$.05		\$
Change \$.01		\$
<b>Total Cash Requested</b>		\$