



Cash Box Control Sheet

Event

Date Submitted: _____

Date Needed: _____

Event Coordinator: _____

Phone: _____

Change Required

\$10 x _____ = _____

\$ 5 x _____ = _____

\$ 1 x _____ = _____

.25 x _____ = _____

.10 x _____ = _____

.05 x _____ = _____

.01 x _____ = _____

Total \$ _____

Have an authorized volunteer verify the cash in the box before event begins. Sign below. At the end of the event, an authorized volunteer should count the cash box and record it below before turning over cash for deposit.

Beginning Verification

Name: _____

Date: _____

Notes:

Ending Verification

Twenties \$ _____

Tens \$ _____

Fives \$ _____

Ones \$ _____

Quarters \$ _____

Dimes \$ _____

Nickels \$ _____

Pennies \$ _____

(Other) \$ _____

Checks \$ _____

Total \$ _____

Signature _____

Date _____

Cash Removal Log

All cash removed from a cash box is required to be tracked. Place removed cash in an envelope, seal, initial, and write location on envelope.

Complete log below and keep in cash box.

Event:

Date of Event:

Amount removed **by** **time**
 \$ _____ : _____

Received by (PTA Officer)

Date _____