

PGA PTO Cash Box Request Form

Date: _____ Event: _____

Name: _____ Phone: _____

Email: _____

Procedures:

- Event representative must complete the PTO Cash Box Request Form and deliver or email it to the PTO Treasurer 3-5 days prior to event.
- PTO Treasurer will count out monies to committee chair and both individuals will sign this form.
- Upon completion of event, committee chair will return cash box to the PTO Treasurer along with all money raised at event (with Event Deposit Form). PTO Treasurer will count out monies received to committee chair and both will initial this form.

Treasurer: _____ Date: _____

Committee Chair: _____ Date: _____

Treasurer: _____ Return Date: _____

Committee Chair: _____ Return Date: _____

Questions? Contact PTO Treasurer: Stacy Petersen
stacypetersen@gmail.com
970-980-3847

Event Deposit Received and Counted?: Yes Not Yet

If not yet received, explain: _____