

Cash Request/Receipt Form

WYCKOFF PTO COORDINATING COUNCIL, INC

Please complete this form to request cash for the Washington PTO cash box.
 Please make sure to specify the date the cash is needed.
 Enter the amount of bills and coins (highlighted in blue) and be sure to verify the totals.

TODAY'S DATE: _____

REQUESTED BY: _____

EVENT: _____ EVENT DATE: _____

| <u>Bills:</u> | <u>Quantity</u> | <u>Value</u> | <u>Total \$ Value</u> |
|---------------------------|-----------------|--------------|-----------------------|
| \$1 | | | 1.00 \$ - |
| \$5 | | | 5.00 \$ - |
| \$10 | | | 10.00 \$ - |
| \$20 | | | 20.00 \$ - |
| \$50 | | | 50.00 \$ - |
| TOTAL DOLLAR VALUE | | | \$ - |

| <u>Coins:</u> | <u>Quantity</u> | <u>Value</u> | <u>Total \$ Value</u> |
|---------------------------|-----------------|--------------|---|
| Quarters | | | 0.25 \$ - 1 roll is 40 quarters * \$.25 = \$10.00 |
| Dimes | | | 0.10 \$ - 1 roll is 50 dimes * \$.10 = \$5.00 |
| Nickles | | | 0.05 \$ - 1 roll is 40 nickles * \$.05 = \$2.00 |
| Pennies | | | 0.01 \$ - 1 roll is 50 pennies * \$.01 = \$0.50 |
| TOTAL CHANGE VALUE | | | \$ - |

| | |
|-------------------------------------|-------------|
| TOTAL CASH/CHANGE REQUESTED: | \$ - |
|-------------------------------------|-------------|

Complete this section once the money has been received from the Treasurer.

This is to confirm that I received the money noted above for the event and date specified.

Signed (Event Organizer) _____ Date: _____

Signed (Treasurer) _____ Date: _____

Please contact Briane Miccio, PTO Treasurer, with any questions at washingtonptotreas@gmail.com.