



Enfield Elementary (Gr. K-2), 300 Montgomery Ave., Erdenheim, PA 19038 | 215-233-6080  
 Erdenheim Elementary (Gr. 3-5), 500 Haws Lane, Flourtown, PA 19031 | 215-233-6085

# Cash Box Request

**Process:**

- **Complete one request per cash box**
- **A check will be created, for the total amount needed, in the requestor's name and made available with a metal cashbox. The requestor should then take the check to Beneficial Bank in Flourtown for redemption in the needed denominations.**
- **A special request can be made for the treasurer to supply cash box with needed cash in requested denominations (see page 2 of the request) but this must be agreed and approved at least one week in advance of the needed date.**

Your Name:		Phone:
Committee / Budget Line:		
Date Submitted:	Date Needed:	Date Completed: (For Treasurer Use Only)
Reason for Cash Box:		
Total Amount Needed: \$		
Comments ( Please give any further instructions or explanations that will be useful to Treasurer)		
Signature of Requestor:		
Approved by (EEHSP Officer)		Date: / /
Approved by (EEHSP Officer)		Date: / /

For Treasurer Use Only:

Category: \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

**Cash Denominations Requested:**

Cash	Quantity	Total
\$20.00		
\$10.00		
\$5.00		
\$1.00		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
<b>Total Cash:</b>		

Transferred by : (Treasurer or other Authorized individual)	Date:    /        /
Amount Verified by **: ( Event Volunteer)	Date:    /        /

\*\* - Have an authorized volunteer verify the cash in the box before the event begins and sign.

**Note:**

**At the end of the event, an authorized volunteer should count the total amount of cash, record it on a Deposit Notice form. The cash and deposit form should then be turned over to a second authorized volunteer for verification, confirmation and signature. Once verified, it should be turned over to the Treasurer to be deposited.**