

Leigh High School Home and School Club Cash Box Request Form

Cash Box Money Request Form for LHS Home and School Club Events

Cash box money requests should be made at least one week in advance to the LHS HSC Treasurer

<u>Date of Request</u>
<u>Event:</u>
<u>Total Amount Needed:</u> \$
Details of your cash boxes: (i.e. 2 cash boxes with \$75 each [\$40 in \$5's, \$35 in 1's] for ticket sales; <u>1 cash box with \$100 in \$5's for raffle</u>)
<u>Date/Time Needed:</u>
<u>Requestor Name:</u>
<u>Committee Treasurer Approval:</u>

CASH DETAIL:

<u>Type of Bill</u>	<u>#</u>	<u>Amount</u>
\$20		\$
\$10		\$
\$5		\$
\$1		\$
<u>TOTAL of Bills:</u> \$		

<u>Type of Coin</u>	<u># of rolls</u>	<u>Amount</u>
Quarter Roll (\$10)		\$
Dime Roll (\$5)		\$
Nickel Roll (\$2)		\$
Penny Roll (\$0.50)		\$
<u>Total of Coins:</u> \$		

TOTAL CASH BOX REQUEST AMOUNT (Sum of the Total Bills and the Total Coins): \$ _____

Counted and Received by:

Name: _____ Signature _____ Date _____

Name: _____ Signature _____ Date _____

Comments: _____