



## Flagstaff Academy PTO Cash Drawer Request Form

Today's date: \_\_\_\_\_

Person requesting cash drawer (include phone): \_\_\_\_\_

Committee utilizing cash drawer: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Date cash drawer needed by: \_\_\_\_\_

	# OF ROLLS/BILLS:	TOTAL:
Pennies \$.01 (Roll=\$0.50)		
Nickels \$.05 (Roll=\$2.00)		
Dimes \$.10 (Roll=\$5.00)		
Quarters \$.25 (Roll=\$10.00)		
Ones \$1.00		
Fives \$5.00		
Tens \$10.00		
Twenties \$20.00		
<b>TOTAL CASH DRAWER ADVANCE: (not to exceed \$300.00)</b>		

**COUNTED BY #1: PTO VOLUNTEER or EVENT COORDINATOR**

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**COUNTED BY #2: PTO TREASURER or PTO Executive Chair**

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN this form to PTO Treasurer: Samantha Carter ([scarter@flagstaffacademypto.org](mailto:scarter@flagstaffacademypto.org)) 720-840-6049, by returning it to the PTO Treasurer Folder above the Lock Box just inside the front entrance OR Scanning this form or taking a picture and emailing or texting it to Samantha Carter is preferred.