



Opening \$ _____

Flagstaff Academy PTO Cash Drawer Return Form

Today's date: _____

Person returning cash drawer (include phone): _____

Committee: _____ Activity/Event: _____

CASH:				Checks:			
# of Bills		Denomination	Total	# of Checks		Check Amount	Total
	X	100's			X		
	X	50's			X		
	X	20's			X		
	X	10's			X		
	X	5's			X		
	X	2's			X		
	X	1's			X		
		Bills Total			X		
# of Coins		Denomination	Total		X		
	X	0.25			X		
	X	0.10			X		
	X	0.05			X		
	X	0.01			X		
					X		
		Coin Total					Total # of checks
		Currency Total					Check Total
DEPOSIT TOTAL:							

Return this form in the Cash Box and hand the cash box over to Samantha Carter or another PTO Board Member directly after the event.

COUNTED BY #1: PTO VOLUNTEER or EVENT COORDINATOR

Signature: _____ Date: _____

Signature: _____ Date: _____

COUNTED BY #2: PTO TREASURER or PTO Executive Chair

Signature: _____ Date: _____