

# Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road  
Greensboro, NC 27455

## CASH BOX REQUEST

Complete one form per committee/cash box in \$100 increments.  
If needed for multiple days in a row, please list date(s) on one form.  
Please give treasurer two weeks' notice of the need.

Date of Request: \_\_\_\_\_ Date(s) Needed: \_\_\_\_\_

Event/Reason Needed: \_\_\_\_\_

Format Requested:

Cash	Quantity	Total
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
Coins		\$
Total Cash:\$		

Signature of Committee Chair: \_\_\_\_\_

Signature of Requester (if not committee chair): \_\_\_\_\_

PTA President Approval needed (2<sup>nd</sup> Signature) for cash withdrawal: \_\_\_\_\_

For Treasurer's Use Only:

Cash Withdrawal Date: \_\_\_\_\_ Cash Returned/Deposited Date: \_\_\_\_\_

Treasurer's Signature/Approval: \_\_\_\_\_ Audit committee initials: \_\_\_\_\_