

Manning PTA Cash Box Inventory Form

Today's Date: _____ Event: _____

Chairperson: _____

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Starting Inventory* Date: _____

Total amount of cash: _____

Total amount of coin: _____

Total of starting inventory: _____

Signature of 1st PTA Member

Signature of 2nd PTA Member

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Ending Inventory* Date: _____

Total amount of cash: _____

Total amount of coin: _____

Total of ending inventory: _____

Signature of 1st PTA Member

Signature of 2nd PTA Member

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Treasurer Verification Date: _____

Total amount of cash: _____

Total amount of coin: _____

Total of ending inventory: _____

Treasurer Signature

Date deposited at bank

*See reverse side

Cash Box Inventory Form

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Complete this top portion prior to the event.

Event: _____

Date/time required: _____

Cash Amount and Denominations Request

Type of Bill	#	Amount	Type of Coin	#	Amount
\$100.00			\$1.00		
\$50.00			50¢		
\$20.00			25¢		
\$10.00			10¢		
\$5.00			5¢		
\$1.00			1¢		
Total Bills	Total	\$	Total Coins	Total	\$

Total Bills + Coins \$ _____

Requested By: _____

Date: _____

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Ending Inventory Cash Accounting

Type of Bill	#	Amount	Type of Coin	#	Amount
\$100.00			\$1.00		
\$50.00			50¢		
\$20.00			25¢		
\$10.00			10¢		
\$5.00			5¢		
\$1.00			1¢		
Total Bills	Total	\$	Total Coins	Total	\$

Record on the reverse side.

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Remember:

1. Provide a written receipt for all cash payments.
2. No expenses are to be paid from the cash box.
3. Return this form and the cash box to the Treasurer immediately following the event.