



**BEE CAVE MIDDLE SCHOOL PTO**  
**CASH BOX REQUEST FORM**

---

To request a cash box with petty cash for an event, fill out this form and return it to the Treasurer at least two weeks before the event. The Treasurer will get cash from the bank and prepare a cash box.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Amount of Petty Cash Required: \$ \_\_\_\_\_

Please explain what type of change you will need. For example, you may only need some smaller bills and quarters if you are selling concessions that are priced accordingly.

The Treasurer will contact you if more information is needed.

---

---

---

---

---

---

~~~~~Treasurer's Notes~~~~~

Date Request Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date of Re-Deposit: \_\_\_\_\_