

## BPTO

### CASH / CHANGE DISBURSEMENT FORM

Fill in your school's name in the above box

Your name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Project / Budget Line: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Specific location for this change request (ex. Spirit Wear booth): \_\_\_\_\_

#### Check Approval (Done Prior to Event):

Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

#### Change Requested:

\$20 Notes x \_\_\_\_\_ = \_\_\_\_\_

\$10 Notes x \_\_\_\_\_ = \_\_\_\_\_

\$5 Notes x \_\_\_\_\_ = \_\_\_\_\_

\$1 Notes x \_\_\_\_\_ = \_\_\_\_\_

\$0.25 x \_\_\_\_\_ = \_\_\_\_\_

\$0.10 x \_\_\_\_\_ = \_\_\_\_\_

\$0.05 x \_\_\_\_\_ = \_\_\_\_\_

\$0.01 x \_\_\_\_\_ = \_\_\_\_\_

**Total for this box \$** \_\_\_\_\_

#### Note:

Use this form to record the cash boxes set up for this event and to act as support for the bank withdrawal.

Each box must be verified by a volunteer before the event begins. At the end of the event, the remaining money should be recorded on a deposit form.

**Total All Change \$** \_\_\_\_\_

#### At Event:

Approved by (PTO Officer): \_\_\_\_\_ Date: \_\_\_\_\_

Verified by Event Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_