

**BPTO**

**CASH / CHANGE DISBURSEMENT FORM**

Fill in your school 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): \_\_\_\_\_

<b>Change Requested:</b>		
\$20 Notes	x _____	= _____
\$10 Notes	x _____	= _____
\$5 Notes	x _____	= _____
\$1 Notes	x _____	= _____
\$0.25	x _____	= _____
\$0.10	x _____	= _____
\$0.05	x _____	= _____
\$0.01	x _____	= _____
<b>Total for this box \$ _____</b>		

<b>Note:</b>
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 <i>before</i> the event begins. At the end of the event, the remaining money should be recorded on a deposit form.
<b>Total All Change \$ _____</b>

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

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

**For Treasurer's Use Only**

Account: \_\_\_\_\_ Withdrawal / Check # \_\_\_\_\_ Date: \_\_\_\_\_ Logged: \_\_\_\_\_