

2 weeks before event

**UTS PTA
Cash Box / Starting Cash Request**

Date Needed:

Event:

Member's Name:

Amount Requested:

	QTY	AMOUNT
\$100's		
\$50's		
\$20's		
\$10's		
\$5's		
\$1's		
Quarters		
Dimes		
Nickels		
Pennies		
Other		
Total		

Received by:

Treasurer:

at event's end

**UTS PTA
Money Receipt/Tally Sheet**

Date:

Event:

Member's Name:

	QTY	AMOUNT
Checks		
\$100's		
\$50's		
\$20's		
\$10's		
\$5's		
\$1's		
Quarters		
Dimes		
Nickels		
Pennies		
Other		
Total		

Always have 2 people count the money!

Counted by:

Counted by:

Date Rec'd by Treasurer:

Treasurer's signature:

Amount Verified: Yes No

Date Deposited: