

# Leigh High School Sports Boosters

## Cash Box Request Form

### Cash Box Money Request Form FOR LHS Sports Boosters Events

\*\*\*Cash box money requests should be made at least one week in advance to the LHS Sports Boosters Treasurer\*\*\*

<u>Date of Request</u>
<u>Event:</u>
<u>Total Amount Needed: \$</u>
<u>Details of your cash boxes: (i.e. 2 cash boxes with \$75 each [\$40 in \$5's, \$35 in 1's] for ticket sales; 1 cash box with \$100 in \$5's for raffle)</u>
<u>Date/Time Needed:</u>
<u>Requestor Name:</u>
<u>Committee Treasurer Approval:</u>

**CASH DETAIL:**

<u>Type of Bill</u>	<u>#</u>	<u>Amount</u>
\$20		\$
\$10		\$
\$5		\$
\$1		\$
<b><u>TOTAL of Bills: \$</u></b>		

<u>Type of Coin</u>	<u># of rolls</u>	<u>Amount</u>
Quarter Roll (\$10)		\$
Dime Roll (\$5)		\$
Nickel Roll (\$2)		\$
Penny Roll (\$0.50)		\$
<b><u>Total of Coins: \$</u></b>		

**TOTAL CASH BOX REQUEST AMOUNT** *(Sum of the Total Bills and the Total Coins):* \$ \_\_\_\_\_

**Counted and Received by:**

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_