

# CASH BOX REQUEST FORM



Keep a copy of this form for your records.

Mail completed form and receipts/invoices to the Treasurer at 434 Millburn Ave., Millburn, NJ 07041

OR email [treasurer@millburneducationfoundation.org](mailto:treasurer@millburneducationfoundation.org)

COMMITTEE/ACCOUNT (e.g. Rocktoberfest, STEMFest, etc)	
DATE SUBMITTED:	DATE NEEDED BY:
SUBMITTED BY:	TOTAL AMOUNT REQUESTED:
SIGNATURE:	REQUESTS OVER \$1000 REQUIRE PRESIDENTIAL APPROVAL Approved by:
DESCRIPTION OF CASH NEEDS:	

## CASH: (Event Start Up Cash & Tips ONLY)

NUMBER OF CASH BOXES NEEDED (circle one)	Cash	Quantity	Total
1      2      3      4	\$0.01		
CASH DETAIL:			
Total Cash Needed for Tips:	\$0.05		
Total Cash in Cash Box 1:	\$0.10		
Total Cash in Cash Box 2:	\$0.25		
Total Cash in Cash Box 3:	\$1.00		
Total Cash in Cash Box 4:	\$5.00		
Total:	\$10.00		
Special Notes:	\$20.00		
	\$50.00		
<b>Total Requested</b>		<b>\$</b>	

### FOR TREASURER/ASST. TREASURER USE ONLY

DATE PAID Proc:		AMOUNT:	REFERENCE/CHECK #:
Paid:			