

Cash Box Procedure:

- Notify PTO Treasurer at least 48 hours prior to date needed. (Cash Box is given with \$100 cash, mostly singles. If you are in need of a specific denomination, please advise.)
- After the event, the cash box needs to be reset to the original denominations, per the sheet, verified, signed and dated by 2 people.
- Please total the earnings from the event and complete the PTO Deposit Form, with 2 signature verifications.
- Return reset cash box and the Deposit to the PTO Treasurer within 24 hours of the event.

ALL CASH SHOULD BE COUNTED AND VERIFIED BY 2 PEOPLE AT THE CLOSE OF AN EVENT. THE CASH SHOULD NOT LEAVE SCHOOL WITHOUT THE **2 SIGNATURE VERIFICATIONS**.

Any questions, please contact the PTO Treasurer.