



WESTMOOR HIGH SCHOOL

CASH BOX REQUEST FORM

Date of request: _____

Date of event: _____

Club Name: _____ Club #: _____

Event Name: _____

Advisor Signature: _____ Student Signature: _____

Quantity of cash box(s) needed: # _____ Dollar amount in cash box: \$ _____

DENOMINATIONS (cash box 1)

DENOMINATIONS (cash box 2 if needed)

_____ x **\$1.00** = _____

_____ x **\$1.00** = _____

_____ x **\$5.00** = _____

_____ x **\$5.00** = _____

_____ x **\$10.00** = _____

_____ x **\$10.00** = _____

_____ x **\$20.00** = _____

_____ x **\$20.00** = _____

TOTAL = _____

TOTAL = _____

*****Cash box requests must be made 72 hours prior to date of event.***

Cash boxes will be ready the day of the event. **

If you need coins, please specify your needs below and add the amount of the coins requested to your totals above.

Cash Box Receipt

Quantity of cash boxes _____ @ \$ _____ per box

Student/Advisor signature: _____ Date: _____

Account Clerk signature: _____

To be signed when the cash box is picked up