

Little Cedars PTA Cash Box Procedure

1. The cash box must be requested by the Committee Chairperson to the PTA Treasurer at least one week (7 days) prior to the event.
2. The Committee Chairperson and anyone else who handles PTA money must be a current PTA member.
3. Cash box requests can be made by e-mailing the Treasurer. You can find the current PTA Treasurer's contact information on the Little Cedars PTA website www.littlecedarspta.org.
4. In this e-mail, please specify the **name** and **date** of the event and what **time** you will need the cash box.
5. Please also specify the **amount** of money and in what **denominations** you will need in the cash box.
6. When the Committee Chairperson receives the cash box, **two PTA members must count and verify its contents**. These two members must also sign the Cash Box Starting Inventory Form (left side of form), located inside the cash box, validating the cash received.
7. The cash box and its contents will be the responsibility of the Committee Chairperson until returned to the PTA Treasurer.
8. At the end of the event, the cash box must be counted and verified by the Chairperson and another PTA member. The Money Receipt/Tally Sheet Form (right side of form) must be completed and signed in **pen** by both parties to validate the amount.