

## Faribault Lutheran Schools Cash Box Request Form

Project/Event: (Check one)

- Spring Carnival       Marathon       Chili Jam       Book Fair  
 Ladies Night Out       Pancake Breakfast       Other: \_\_\_\_\_

†According to PTL Bylaws, a deposit notice for proceeds from this event must be submitted within 5 days of the event.

Change Requested:

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\$5 x \_\_\_\_\_ = \_\_\_\_\_

\$1 x \_\_\_\_\_ = \_\_\_\_\_

\$.25 x \_\_\_\_\_ = \_\_\_\_\_

Total Change = \_\_\_\_\_

†Use this form to record the total change requested for this event and to support the bank withdrawal. Verify each box by having a PTL committee volunteer sign off on the form before the event begins and at the end of the event. Please record the money to be deposited on a deposit form.

Approved By (PTL Officer): \_\_\_\_\_ Date: \_\_\_\_\_

Verified By (Event Volunteer): \_\_\_\_\_ Date: \_\_\_\_\_

Verified By (Event Volunteer): \_\_\_\_\_ Date: \_\_\_\_\_

FLS PTL Office Use Only

Check # \_\_\_\_\_