

## BBH PSO Cash Box Request Form 2020-2021

PSO Unit: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

**Make Check Payable To:** \_\_\_\_\_**In the Amount of:** \$ \_\_\_\_\_

Committee being charged: \_\_\_\_\_

Approval by Committee Chair: \_\_\_\_\_

PSO Unit President's Approval: \_\_\_\_\_

Approval by PSO Unit Exec Board\*: \_\_\_\_\_

(\*Exec Board member other than President or Treasurer)

- **Is this request to establish a Cash Box for an event?**    YES                      NO
  - Event Name: \_\_\_\_\_
  - Date Needed: \_\_\_\_\_
- **Cash Box Needed:**    YES                      NO

1. For Cash Box request: Treasurer will issue a check to Chairperson. Chairperson is responsible for cashing check to obtain cash for event.
2. Cash Box funds are to be used at your event as change/starter cash. Do not use cash that you collected for your expense.
3. All cash collected at event, including this amount from Cash Box request, must be submitted to the Treasurer using a Cash/Check Collection Form.

**KidMail Info:**

Student Name: \_\_\_\_\_

Teacher Name &amp; Room#: \_\_\_\_\_