

HASTINGS PTO CASH REQUEST AND DEPOSIT FORM

Please note that all cash requests need to be made 7 days prior to the event. Submit the form to Arlene Swanson at swansonwing@yahoo.com and make arrangements for cash drop off prior to the event. Following your event, complete the remainder of the form with the deposit info and make arrangements with Arlene to drop off the money.

Today's Date _____ Date of Activity: _____

Your Name: _____

Committee: _____ Fundraiser/Activity: _____

Phone: _____ Email: _____

CASH REQUEST

# of \$20.00:	Total Value of 20's:	
# of \$10.00:	Total Value of 10's:	
# of \$5.00:	Total Value of 5's:	
# of \$1.00:	Total Value of 1's:	
# of coins:	Total Value of Coins:	
	Total Amount of Cash:	

PTO DEPOSIT FORM

# of \$20.00:	
# of \$10.00:	
# of \$5.00:	
# of \$1.00:	
	Total Value of Coins:
	Total Amount of Cash:
Total # of Checks:	Total Amount of Checks:
	Total Deposit Amount: