

**Northbrook Junior High PTO**  
**Beginning Balance Cash Box Request Form**

*Please complete the following form to request a beginning balance for a cash box.*

Date \_\_\_\_\_

Committee \_\_\_\_\_

Amount Requested \_\_\_\_\_

Event \_\_\_\_\_

Date Needed By \_\_\_\_\_

***Currency Received***

\$20 \_\_\_\_\_

\$10 \_\_\_\_\_

\$5 \_\_\_\_\_

\$1 \_\_\_\_\_

Total \_\_\_\_\_

***Coin Received***

Quarters \_\_\_\_\_

Dimes \_\_\_\_\_

Nickels \_\_\_\_\_

Pennies \_\_\_\_\_

Total \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Check Date \_\_\_\_\_ Check Number \_\_\_\_\_