

## PTO CASH BOX AND IPAD/SQUARE REQUEST FORM

Date Needed: \_\_\_\_\_

Event/Chairperson: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please specify how you would like the cash:

# of \$20s \_\_\_\_\_ = \$ \_\_\_\_\_

# of \$10s \_\_\_\_\_ = \$ \_\_\_\_\_

# of \$5s \_\_\_\_\_ = \$ \_\_\_\_\_

# of \$1s \_\_\_\_\_ = \$ \_\_\_\_\_

# of Quarters \_\_\_\_\_ = \$ \_\_\_\_\_

Total Cash Amount Requested: \$ \_\_\_\_\_

Please specify how many iPads/Squares you would like (up to 3): \_\_\_\_\_

Signature: \_\_\_\_\_

Please return completed form to Mindy Dapin at [mindy@colcher.com](mailto:mindy@colcher.com) at least one week prior to when cash and iPads/Squares are needed. Thank you!