

WYCKOFF PTO COORDINATING COUNCIL, INC  
**Calvin Coolidge School PTO**  
Cash Request/Receipt Form



Please complete this form to request cash for the Coolidge PTO cash box.  
 Please make sure to specify the date the cash is needed.  
 Enter the amount of bills and coins (highlighted in blue) and be sure to verify the totals.

**TODAY'S DATE:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

<u>Bills:</u>	<u>Quantity</u>	<u>Value</u>	<u>Total \$ Value</u>
\$1		1.00	\$ -
\$5		5.00	\$ -
\$10		10.00	\$ -
\$20		20.00	\$ -
\$50		50.00	\$ -
<b>TOTAL DOLLAR VALUE</b>			\$ -

<u>Coins:</u>	<u>Quantity</u>	<u>Value</u>	<u>Total \$ Value</u>
Quarters		0.25	\$ - 1 roll is 40 quarters * \$.25 = \$10.00
Dimes		0.10	\$ - 1 roll is 50 dimes * \$.10 = \$5.00
Nickles		0.05	\$ - 1 roll is 40 nickles * \$.05 = \$2.00
Pennies		0.01	\$ - 1 roll is 50 pennies * \$.01 = \$0.50
<b>TOTAL CHANGE VALUE</b>			\$ -

**TOTAL CASH/CHANGE REQUESTED:** \$ -

**Complete this section once the money has been received from the Treasurer.**

This is to confirm that I received the money noted above for the event and date specified.

Signed (Event Organizer) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Treasurer) \_\_\_\_\_ Date: \_\_\_\_\_

Please contact COOLIDGE PTO Treasurer, with any questions at 'coolidgeptotreasurer@gmail.com'