

10/1/2019

**BBH PSO Cash Box Request Form
2019 - 2020**

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 & Room#: _____