



Guadalupe Home & School Club (GHSC)
Attn: GHSC Treasurer
 6044 Vera Cruz Dr., San Jose, CA 95120
treasurer.ghsc@gmail.com
 669.223.1569
 ghsc.net



Cash Box Request

Requestor: _____ Date: _____

Event: _____ Event Date(s): _____

Paper Currency

\$100 Bills X _____ = \$ _____
 \$50 Bills X _____ = \$ _____
 \$20 Bills X _____ = \$ _____
 \$10 Bills X _____ = \$ _____
 \$5 Bills X _____ = \$ _____
 \$1 Bills X _____ = \$ _____

Paper Currency Total \$ _____

Coin Currency

\$1.00 X _____ = \$ _____
 \$0.25 X _____ = \$ _____
 \$0.10 X _____ = \$ _____
 \$0.05 X _____ = \$ _____
 \$0.01 X _____ = \$ _____

Coin Currency Total \$ _____

CASH BOX TOTAL \$ _____

CASH BOX #/KEY _____

1. At the end of the shift/event, please leave the original amount of \$ _____ in the cash box and return to the Treasurer or other authorized GHSC Board Member.
2. Remaining cash must be counted and remitted using the Deposit Form and all cash handling procedures must be followed. CASH COLLECTED from on-site events CANNOT LEAVE THE SCHOOL.

Date/Time Issued: _____ Recipient Signature: _____

Date/Time Returned: _____ GHSC Board Signature: _____

This form to remain in safe until cash box is returned.