



**Guadalupe Home & School Club (GHSC)**

**Attn: GHSC Treasurer**

6044 Vera Cruz Dr., San Jose, CA 95120

treasurer.ghsc@gmail.com

ghsc.net



**Cash Box Request**

**REQUESTOR:** \_\_\_\_\_

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

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

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

**Paper Currency**

\$100 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$50 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$20 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$10 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$5 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$2 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$1 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

**Paper Currency Total \$** \_\_\_\_\_

**Coin Currency**

\$1.00 X \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.50 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 an other official 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:** \_\_\_\_\_ **RECEIPT SIGNATURE** \_\_\_\_\_

**DATE/TIME RETURNED:** \_\_\_\_\_ **GHSC BOARD SIGNATURE:** \_\_\_\_\_