



Seth Boyden  
**Discover. Learn. Grow.**

### **Rules for Seth Boyden PTA Cash Boxes**

- Contact Jane Buchanan, PTA Treasurer, with a request for a cash box(es), specifying the event and the event of the date: [Jmbuchanan22@yahoo.com](mailto:Jmbuchanan22@yahoo.com) or 646-644-4847.
- Pick up the cash box from Jane Buchanan at her house.
- As a courtesy to you, each cash box will contain \$50 of PTA funds as a starting inventory. The \$50 must be returned with the cash box, separate from the cash received.
- At the end of your event, two people should count the cash received and fill out the attached form.
- Return the cash boxes, cash, and the attached form to Jane Buchanan within 48 hours of the event.

# Seth Boyden PTA Cash Box Tally

Date:

Event:

Amount issued: \$50

	Quantity	Amount
\$100s		
\$50s		
\$20s		
\$10s		
\$5s		
\$1s		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		