

**POST-EVENT OVERNIGHT CASH FORM**  
Please do not leave cash overnight in the office

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Chairperson taking cash home: \_\_\_\_\_

Total Amount of cash and coins: \$ \_\_\_\_\_

Total number of checks \_\_\_\_\_

Name of volunteer counting, verifying and acknowledging cash to be taken home overnight  
(someone other than the Chairperson) \_\_\_\_\_

Signature of volunteer verifying and acknowledging: \_\_\_\_\_

Signature of Chairperson taking cash home: \_\_\_\_\_

**Verifying volunteer** : *Please put this completed form, together with the relevant green Counter's Sheet(s), in the Treasurer's folder inside the PTO crate located in the school office.*

**Chairperson**: *Fill out the Deposit Request Form and submit it together with the cash/checks to the Treasurer the next day.*