

Cash Box Information

Cash count form MUST be completed at the end of the games on Saturday.
Every transaction needs to be rang through square.

If it is a 50/50 cash box, do NOT give out any winnings!!! You must retain the winning ticket in the cash box. Krysta will cut a check to the winner and take care of all necessary state paperwork for a gaming winner. Please tell winner that Marsha will be in touch with them the following week.

Cash boxes stay in the school unless prior approval has been given by Marsha. Bob Burkhart, Josh Blatchley, Jasen Beaty, Jennifer Stewart, or Mason Villarma can be given cash boxes at the end of the night to be appropriately locked up. Do NOT give them to anyone else!!!

By signing this I understand what is written above:

Advisors Signature: _____ Date: _____



Wrangell High School Cash Box Request Form

Committee/Event:

Date of Event:

Submitted by:

Date Submitted:

Total Cash Requested:

Amount by Denominations:

Twenty's:

Tens:

Fives:

Ones:

Other:

Completed forms can be given to the High School Office and needed 1 week in
advance.

Office Signature: _____

Date: _____

Date Money Withdrawn: _____

Date Money Received: _____

Date Money Returned: _____