

Valley Center High School Foundation

PO Box 1029

Valley Center, CA 92082

*****CASH BOX REQUEST*****

*****Please Print Legibly***and fill out COMPLETELY*****

Name: _____

Date: _____

This is you, the person requesting the cash box.

Phone Number: _____ **email address:** _____

Yours, the requestor

Yours, the requestor

Group Name: _____

e.g. Drama, Swim, Boys Golf, FCA....

Cash box amount: _____

Currency

Coins

\$20 _____

quarters _____

\$10 _____

dimes _____

\$5 _____

nickels _____

\$1 _____

pennies _____

Important- to avoid delays in processing your request:

1. Fill out form completely and legibly.
2. *Cash box needs to be requested at least **2 weeks prior** to the event.*
3. Approvals must be complete prior to submitting request.

You will be notified once your request has been fulfilled. Cash box may then be picked up at Sunset Tax & Bookkeeping and required a signed contract prior to releasing funds.

APPROVED BY;

Advisor/Coach _____ Date: _____

Administration/Athletic Director _____ Date: _____

