



PARENT SUPPORT GROUP ORGANIZATION CASH BOX/CHANGE FUND REPORT

Parent Support Group Organization Name _____ Date _____

Event/Description _____

A change fund is issued for the purpose of making change at an event. The funds issued in the cash box/change fund shall not be used for expenditures. The full amount of the cash box/change fund shall be returned and redeposited into the Parent Support Organization bank account.

Cash Box/Change Fund:

I, _____, acknowledge the receipt of \$ _____ from the
_____ (name of Parent Support Organization) to be used for the
following purpose:

I understand that the total amount of the cash box/change fund must be returned for deposit.

Printed Name of Individual Signature Date

Printed Name Organization Official Signature Date

Return of Change Fund

Amount of cash box/change fund returned \$ _____

Date funds were returned _____

Printed Name of Individual Signature Date

Printed Name Organization Official Signature Date