



Walton Swim & Dive Team Check Request Form For Cash Box

Request check for cash float/box instructions:

1. Complete this Check Request Form For Cash Box for the beginning cash box amount needed (this will document the requested check, from the booster club, for the Treasurer's purposes).
2. Submit this form to your VP once it is completed.
3. VP will submit your request to the Treasurer.
4. Treasurer will write a check out to the chairperson of the event for the beginning cash box balance.
5. Treasurer will give the check to the chairperson, instruct chairperson to:
 - a. **Cash the check at their bank**
 - b. **Ask for a cashed receipt from the bank** (something that shows that you cashed the check with the bank)
 - c. **Give treasurer the cashed receipt**
 - d. **Bring the cash to the event**
6. Treasurer then attaches the receipt to Check Request Form For Cash Box.

Please Print All Information

Event: _____

Date: _____

Chairperson: _____

Phone: _____

Chairperson Signature: _____

VP Overseeing Chair Signature: _____

Amount Requested: \$ _____

Date Required: _____

SUBMIT REQUEST TO:

Walton Swim & Dive Treasurer

FOR TREASURER'S USE ONLY

CHECK #: _____

DATE: _____

APPROVED: _____