



Guggenheim HSA Event Bank Start Up Form

This form is to be filled out at least one week prior to a fundraising event.

Please fill out this form and either click on the 'PRINT' button and leave it in the treasurer's mailbox or click on the 'EMAIL' button to email the file directly to the treasurer.

Event Name: _____

Event Date: _____

Chair Person: _____

Date Funds Needed (A): _____

Total Bank Requested: _____

Bills:	Number of Bills	Total \$ Amount
\$100	_____	_____
\$50	_____	_____
\$20	_____	_____
\$10	_____	_____
\$5	_____	_____
\$1	_____	_____

Coins	Number of Coins	Total \$ Amount
\$1	_____	_____
\$0.50	_____	_____
Quarters	_____	_____
Dimes	_____	_____
Nickels	_____	_____
Pennies	_____	_____

Signature of Event Chair: _____

(A) A lead time of one week is required for treasury pickup of bank. If less than one week, please contact Grace and a check will be prepared for the event chairs. Chair will be responsible to cash check as needed.