

# PTA CASH/CHECKS RECEIPT

date: \_\_\_\_\_

Do not leave cash/checks in PTA Treasurer's mailbox in Main Office. Arrange for hand-off to Treasurer.

Grand **total deposit**: \$ \_\_\_\_\_

Comprised of # \_\_\_\_\_ **checks** for \$ \_\_\_\_\_ & \$ \_\_\_\_\_ in **cash**.

Deposit received from: \_\_\_\_\_  
(two signatures preferred, volunteer plus verifying Board member)

Deposit received by: \_\_\_\_\_ date: \_\_\_\_\_  
(Treasurer or designate)

**Check listing:** list check number, dollar value, name. Continue on back of page.

1.	9.	17.
2.	10.	18.
3.	11.	19.
4.	12.	20.
5.	13.	21.
6.	14.	22.
7.	15.	23.
8.	16.	24.

**Cash totals:** currency \$ \_\_\_\_\_ coin \$ \_\_\_\_\_

Budget Line Item:	Program/Event:
<input type="checkbox"/> Ways & Means	_____
<input type="checkbox"/> Membership	_____
<input type="checkbox"/> Service	_____
<input type="checkbox"/> Educational Enrichment	_____
<input type="checkbox"/> Social	_____
<input type="checkbox"/> Administrative	_____
<input type="checkbox"/> Environment	_____
<input type="checkbox"/> Health & Safety	_____
<input type="checkbox"/> Public Relations	_____
<input type="checkbox"/> Other _____	_____

**For Treasurer's Use Only:**

Deposit date: \_\_\_\_\_

Deposit total: \_\_\_\_\_

**Budget Line Item:**

- Ways & Means
- Membership
- Service
- Educational Enrichment
- Social
- Administrative
- Environment
- Health & Safety
- Public Relations
- Other \_\_\_\_\_

Program/event: \_\_\_\_\_

Budget data entry month: \_\_\_\_\_