



Prospect Mill Elementary School PTA, Inc. 2018-2019 Cash Receipt

Date:

Names of 2 PTA Members submitting funds: _____ Initials _____

Name of event/item for which funds were collected: _____

Budget category: _____

Executive Committee Member verifying amount collected: _____

Total Amount Collected:

Please provide details of all monies received on reverse, or in Excel spreadsheet provided with your procedure book, including name, amount, check number and date received. If student name and name on check are different, please include both, if possible.

Include a copy with this form.

\$	Checks (max 20 per deposit)
\$	Cash
\$	TOTAL

Remember: Per PTA Bylaws, TWO PTA members should always be present for all counting of money. Both people should initial this sheet.

**Please submit this form, along with all funds, to Mandi White.
Do not leave money in the PTA mailbox or the school office/safe.
Contact Mandi White to arrange a mutually convenient time.
treasurer@prospectmillpta.org**



Detailed Collection Form for Cash Receipt

Please attach to completed Cash Receipt Form.

Check #	Last Name (and student name, if different)	Amount
(max 20 checks per deposit) Total		\$

Cash	
1's	
5's	
10's	
20's	
Total Bills	\$
Total Coins	\$
Total CASH	\$

Paypal	
Total GROSS	\$
Total NET (after fees)	\$

**You may have only one or the other. Just include what you can.*