



**Prospect Mill Elementary School PTA, Inc.  
2019-2020  
Cash Receipt**

Date: \_\_\_\_\_

Names of <u>2</u> 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.**

\$	<b>Checks</b> <small>(max 20 per deposit)</small>
\$	<b>Cash</b>
\$	<b>TOTAL</b>

**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](mailto: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) <b>Total</b>		<b>\$</b>

Cash	
1's	
5's	
10's	
20's	
<b>Total Bills</b>	<b>\$</b>
<b>Total Coins</b>	<b>\$</b>
<b>Total CASH</b>	<b>\$</b>

Paypal	
<b>Total GROSS</b>	<b>\$</b>
<b>Total NET (after fees)</b>	<b>\$</b>

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