

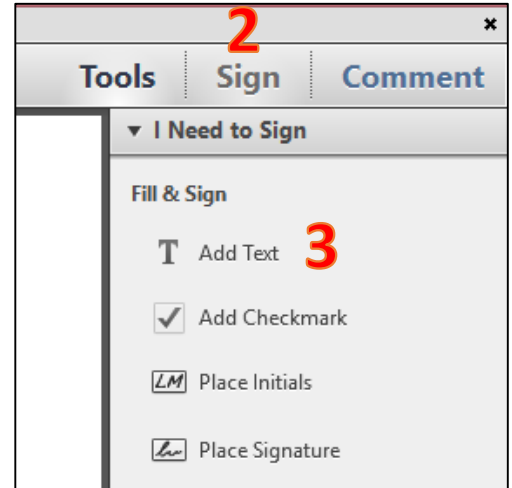
How to Complete PDF Forms ONLINE!

1. Download the file, then open in Adobe Reader.
2. Click SIGN on the top right of the page.
3. Click Add Text.
4. Click on the document where you want to type.
5. Begin typing.
6. Click on the next area you want to add text & type.
7. Continue until all areas are complete.
8. Click SAVE
9. NAME your document and save on your computer.

For example:

Cash Receipt – Spiritwear 9-19-03

10. Now you can print or email the document and will have a record of your financials for your committee.



2013-2014
Cash Receipt

Date: 4 September 10, 2013

Names of 2 PTA Members submitting funds: 5

Name of event/item for which funds were collected:

Budget category:

Executive Committee Member verifying amount collected:

Amount Collected:

\$	Checks
\$	Currency
\$	Coins
\$	TOTAL