



Still PTSA CASH RECEIPT FORM

Completed form should be given to the PTSA Treasurer.

Photocopy for your records, if necessary, prior to submitting to Treasurer.

Date: _____

Event/Budget Line Item: _____

TOTAL CHECKS \$ _____

On reverse side of this form or print out an excel spreadsheet listing name, check number and check amount.

Currency:

Coins:

Twenty	\$	Quarters	\$
Ten	\$	Dimes	\$
Five	\$	Nickels	\$
One	\$	Pennies	\$
Other	\$	Other	\$
TOTAL CURRENCY	\$	TOTAL COINS	\$

Grand Total (Checks + Currency + Coins) \$ _____

Received from: _____

Received by: _____
(Treasurer's signature)

Treasurer's Use Only

Deposit date _____ Receipt # _____ Budget _____