

# Shady Grove Elementary School PTA Receipts Form

**Instructions:**

1. Please remove all staples.
2. Use stamp located in PTA Room filing cabinet to endorse backs of all checks "For Deposit Only".
3. Prepare a detailed list of check numbers and amounts and attach to this form.
4. Complete and sign this form.
5. Deliver all cash and checks with completed form to the Treasurer **within 1 week of receipt.**

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Source (e.g. event or program): \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Income account(s): \_\_\_\_\_

Other pertinent info: \_\_\_\_\_

Cash received: \_\_\_\_\_ \$20s = \$ \_\_\_\_\_

\_\_\_\_\_ \$10s = \$ \_\_\_\_\_

\_\_\_\_\_ \$5s = \$ \_\_\_\_\_

\_\_\_\_\_ \$1s = \$ \_\_\_\_\_

**NOTE: Two signatures are required for all cash receipts.**

Change: \$ \_\_\_\_\_

Total cash: \$ \_\_\_\_\_

Checks received: \$ \_\_\_\_\_

Credit card payments (attach support): \$ \_\_\_\_\_

Total amount received: \$ \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For Treasurer's Use Only:*

Cash received: \$ \_\_\_\_\_ Date received: \_\_\_\_\_

Checks received: \$ \_\_\_\_\_ Date deposited: \_\_\_\_\_

Credit card payments: \$ \_\_\_\_\_

Total amount received: \$ \_\_\_\_\_ Initials: \_\_\_\_\_