

**TROY INTERMEDIATE PTA
CASH RECEIPT FORM
2023-2024**

Date: _____
 Amount: _____
 Committee: _____
 Member Name: _____
 Event/Purpose: _____

**MUST BE COUNTED BY TWO PTA MEMBERS,
THEN GIVE TO TREASURER**

Counted By #1: _____
 Counted By #2: _____
 Treasurer Counted: _____

		#	=	Amount
COIN:	Pennies		=	
	Nickels		=	
	Dimes		=	
	Quarters		=	
Total Coins				

			=	
Paper:	Ones		=	
	Fives		=	
	Tens		=	
	Twenties		=	
	Fifties		=	
	Hundreds		=	
Total Paper				

Checks:		
	# Checks	Total Amount

Online:		
	Website	Total Amount

Treasurer Use Only:	
Date	
Amount	
financial review	

Deposit Procedures/Cash/Check Remittance

For all deposits, documentation supporting the amount for deposit, as well as this form, completed in its entirety, need to be submitted together. For example, Membership will need to provide a list of the members whose dues are being deposited with the name, check number (if applicable) and amount of the check or cash.

Handling of Cash/Check Procedures

Our Liability Insurance does not cover theft of money or checks at a PTA member's residence. For this reason, cash, coin and checks should not be taken home with any member. Instead, please leave all money in school safe or make arrangements with the Treasurer or President to deliver to them ASAP so that they can deposit into the bank by the end of the day or put in the night depository if after bank hours.

Total Coin	
Total Paper	
Total Checks	
Total Online	
Total Receipts	

Cks Deposited
Online Deposits

Please attach a detailed check listing with the following information for EACH check: Last Name, Check Number and Check Amount. The total of this listing should agree with the amount above. Checks should be in order they are listed.