

Learwood PTA
 CASH RECEIPT FORM
 2011-2012

Treasurer Use Only:	
Date	
Amount	
Audit	

Date: _____
 Amount: _____
 Committee: _____
 Member Name: _____
 Event/Purpose: _____
 Counted By #1: _____
 Counted By #2: _____
 Treasurer Counted: _____

Deposit Procedures/Cash/Check Remittance

For all deposits, I will need documentation supporting the amount that you are request for deposit, as well as this form completed in its entirety. 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 of 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.

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

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

Checks:		
	# Checks	Total Amount

Total Coin	
Total Paper	
Total Checks	
Total Receipts	

*Please attach a Detail 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.*

If you have any questions, please contact the Treasurer: Amy Lodge @ 933-2468 or alodgekdils@oh.rr.com