



**PTA Funds Received Form (Part 1 of 2 Forms)**  
**This form MUST accompany all money given to the Treasurer**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date given to Treasurer: \_\_\_\_\_ Total Cash & Checks Received: \$ \_\_\_\_\_

Cash: (to be verified by one other person, verifiers please sign below)

<b>Coin</b>	<b>Currency</b>	
Qtrs. _____	\$1's _____	\$ _____
Dimes _____	\$5's _____	\$ _____
Nickels _____	\$10's _____	\$ _____
Pennies _____	\$20's _____	\$ _____
Other _____	Other _____	\$ _____
<b>Total Coin</b> _____	<b>Total Currency</b> _____	<b>\$</b> _____
	<b>Total Coin</b> _____	<b>\$</b> _____
	<b>Total Cash</b> _____	<b>\$</b> _____

Checks: (Fill out check Remittance Form if more than ONE check)

Number of checks: \_\_\_\_\_ Total amount of checks: \$ \_\_\_\_\_

Total Cash and Checks: \$ \_\_\_\_\_

Budget category (ies) _____	\$ _____
_____	\$ _____
_____	\$ _____

Signature of Submitter: \_\_\_\_\_

Signature of Verifier: \_\_\_\_\_

Signature of Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

