

Delta Kelly Elementary



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CASH RECEIPTS FORM

Name: _____

Date: _____

Committee: _____

Details of Deposit:

CASH PORTION

CHECKS PORTION

of Bills Total Amount

\$100 x _____ = _____

\$50 x _____ = _____

\$20 x _____ = _____

\$10 x _____ = _____

\$5 x _____ = _____

\$1 x _____ = _____

Check Amount # of Checks Total Amount

_____ x _____ = _____

_____ x _____ = _____

_____ x _____ = _____

_____ x _____ = _____

_____ x _____ = _____

Total Change _____

Total Cash _____

Total Checks _____

Total Amount of Deposit (CASH +CHECK) =

[Empty box for total deposit amount]

Submitted By: _____

Date: _____ (Please sign & date)

Received By: _____

Date: _____ (PTA Treasurer complete)

PROCEDURES FOR THIS FORM:

1. This form should be used when cash and/or check need to be deposited
2. Complete the form and put all coin, currency and checks in an envelope with this form.
3. Checks are fine to leave in the PTA Treasurer mailbox. If you have a significant amount of cash (\$50+), please leave with someone in the front office who will place into the lockbox.
4. Contact Jennifer Andwan: dmajah@yahoo.com or (248) 404-7050 to let her know of deposit.
5. Complete the check portion *only if* the event consists of checks at 3 – 5 standard amounts. If your event includes checks of several different amounts (example: fun run) then just include the total number of checks and the amount total.
6. TO AVOID MISSING CHECKS—ALL CHECK NUMBERS SHOULD BE DOCUMENTED.