MONEY RECEIPT FORM

INSTRUCTIONS: ***** Contact the PTA Treasurer (treasurer@rubycarverpta.com) if you have any questions. *****

1) Completely fill in all yellow cells and save the form with the date in the title. (*eg. "**MoneyReceiptForm(Name_MMDDYYY)** "*)
2) After completing the form, place it in the Treasurer Folder of the PTA box in the Front Office or email it to the Treasurer.
3) Place the cash and checks in the appropriate envelopes in the Treasurer Folder of the PTA box.

Name: _____ Date Collected: _____ *(MM/DD/YY)*

Phone #: _____ Email: _____

Notes: _____

Currency			
	x $100 =	$	-
	x $50 =	$	-
	x $20 =	$	-
	x $10 =	$	-
	x $5 =	$	-
	x $1 =	$	-
	Total =	$	-

Coins			
	x $1 =	$	-
	x 50¢ =	$	-
	x 25¢ =	$	-
	x 10¢ =	$	-
	x 5¢ =	$	-
	x 1¢ =	$	-
	Total =	$	-

	Checks		
	Amount	**Check #**	**Name**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

CASH TOTAL	$	-

CHECK TOTAL	$	-

TOTAL AMOUNT	$	-

_____ Signature

_____ Date