

Sherwood High School PTSA

Cash Receipt/Deposit Form

It is required that all PTA funds be counted twice before they are deposited in the PTA's bank account. Please submit this form to the PTA Treasurer along with any collected PTA funds. The Treasurer will provide the second tally and issue a receipt before depositing the funds in the PTA's account.

Total Deposit: \$ _____ Date: _____

Submitted/Counted by: _____

Event/Function: _____

Budget Category: _____

CASH – COINS	Count	Total
Dollar Coin	X 1.00	\$
Fifty Cent Piece	X .50	
Quarters	X .25	
Dimes	X .10	
Nickels	X .05	
Pennies	X .01	
Subtotal – Coins		\$
CASH – BILL		
Hundreds	X 100.00	\$
Fifties	X 50.00	
Twenties	X 20.00	
Tens	X 10.00	
Fives	X 5.00	
Ones	X 1.00	
Subtotal – Bills		\$
CASH TOTAL (Bills and Coins)		
		\$
CHECKS TOTAL **		
TOTAL DEPOSIT		
		\$

**** Please attach a list/record of each check received with the following information:
Name (payee), Check No., Amount paid and a calculator tape.**