

Lead Mine Elementary PTA
RECEIVED FUNDS

Procedure for Receiving Funds

1. Remove start-up money, if appropriate.
2. Separate money into coins, bills and checks. Have two people count money.
3. Complete form below. Two people must sign to verify amount received.
4. Give money and this completed form to Treasurer for deposit.

Date _____ Activity/Event _____

COINS \$ _____

CURRENCY \$ _____

CHECKS \$ _____

TOTAL FUNDS RECEIVED \$ _____

The undersigned certifies that the funds shown above were received for the PTA activity specified, were properly accounted for, and are to be credited to the appropriate PTA account.

Signature 1 _____

Signature 2 _____

For PTA Treasurer's Use Only

Amount Received _____ Date _____

PTA Budget Item to be Credited _____

Comments _____

Signature of Treasurer _____