



Cash/Check/Credit Card Receipts

Itemized Income Receipt Form

(To be used when giving funds to PTSA Treasurer)

Program Information

PROGRAM / EVENT		DATE	
CHAIR PERSON		PHONE#	
COMPLETED BY		PHONE#	

Procedure:

1. Use this form to submit Tyee PTSA activity receipts and funds for deposit. Complete the Program Information section, enter cash breakdown (Section A), list all checks (Section B) and credit card sales (Section C). Attach all credit card receipts. Run and attach tape to verify totals.
2. Money **MUST** be counted by 2 people to protect the reliability of the count.
3. Funds should be deposited as soon as possible. Contact the Treasurer within 72 hrs to make arrangements to deliver funds.

A. CASH

Amount	
Bills	
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
Coins	
Total	

A. **Total Cash** \$ _____

B. **Total of Checks** \$ _____
(attach a tape and list on back)

C. **Total of Credit Cards** \$ _____
(attach receipts and tape; list on back)

Total Deposit \$ _____

Cash Counter #1

NAME (PLEASE PRINT) _____

SIGNATURE _____

Cash Counter #2

NAME (PLEASE PRINT) _____

SIGNATURE _____

TREASURER USE ONLY		
DATE _____	1099 EXPENSE? YES NO	
FUNDS VERIFIED: YES NO	ACCOUNT	AMOUNT
NOTES:		

