

Unqua Elementary School PTA
Cash Receipts Form for Deposit

Use this form when submitting receipts for PTA activities for deposit. Receipts should be deposited as soon as possible. Do not hold onto receipts for more than 2 weeks.

It's not necessary to wait until all monies are received. A LIST of ALL CHECKS RECEIVED for deposit should accompany this form when checks are par of the deposit.

Name of activity/Event: _____

	Cash		Total
# of \$1 bills	_____	@ \$1	_____
# of \$5 bills	_____	@ \$5	_____
# of \$10 bills	_____	@ \$10	_____
# of \$20 bills	_____	@ \$20	_____
# of \$50 bills	_____	@ \$50	_____
# of \$100 bills	_____	@ \$100	_____
Coins	_____		
Total Cash			

Checks: Use if applicable. If checks amounts are different attach form **LIST OF CHECKS RECEIVED.**

	Checks		Total
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
# of checks	_____	@ \$	_____
Total # of checks	_____	Total of amount of checks	
Total Deposit CASH and CHECKS			