

ELIZABETH LANE ELEMENTARY PTA FUNDS RECEIVED

INSTRUCTIONS: Complete top portion only and keep a copy for your records. Please contact Amanda Molbert, PTA Treasurer, via email (akmolbert@gmail.com) or text/call (704-776-5262) with any questions or to let her know that funds are ready for deposit.

COMMITTEE SECTION

COMMITTEE OR ACTIVITY: _____

Cash Received:

Denomination	Quantity	Amount
Hundreds		\$
Fifties		
Twenties		
Tens		
Fives		
Twos		
Ones		
Dollar Coins		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Total Cash		\$

If funds are for more than one type of item, use this space to indicate how much was received for each.

Checks Received: *List each check on Detail of Checks Received (see back)*

Total Checks \$ _____ Number of Checks _____

TOTAL CASH & CHECKS \$ _____

RECEIVED & COUNTED BY _____ Date _____

CONFIRMED BY _____ Date _____

TREASURER SECTION

Amount of Currency \$ _____

Amount of Coins _____

Amount of Checks _____

Total Received \$ _____ Date Deposited _____

Account Breakdown

_____ \$ _____

_____ \$ _____

_____ \$ _____

Treasurer's Signature _____ Date _____

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Detail of Checks Received (continue on additional pages as needed)

	Check #	Name on Check	Student	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
			Total	