

**St. John's Lane Elementary School PTA
Receipt Form**

PTA Event Policy:

1. At the end of each event and/or each day of an event, all monies collected will be counted by the committee chair and one other (unrelated) PTA member. This form will be completed and initialed by both persons.
2. All monies, accompanied by this completed form, will be turned over to the PTA treasurer within three (3) business days of the event.
3. The treasurer will verify the monies collected, initial the form, and deposit all funds into the SJLES PTA account within 5 business days of receipt.

EVENT: _____ DATE: _____

ACCOUNT: _____

COMMITTEE CHAIR: _____

ASSISTED BY PTA MEMBER: _____

CHECKS TOTAL CHECKS \$ _____

CURRENCY 100's \$ _____

50's \$ _____

20's \$ _____

10's \$ _____

5's \$ _____

1's \$ _____

TOTAL CURRENCY \$ _____

COINS quarters \$ _____

dimes \$ _____

nickels \$ _____

pennies \$ _____

TOTAL COINS \$ _____

GRAND TOTAL \$ _____

I have counted all monies and verify that this information is correct.

Signature 1: _____ Date: _____

Signature 2: _____ Date: _____

Received by Treasurer _____ Date: _____

Deposit Date _____