Pointers Run Elementary School PTA
Receipt Form

Date ____________________ *Page* ___ *of* ___

Account ____

(Committee)

Purpose ____

Monies received from (please print your name) ______________________ *for the above purpose.*

Currency Received:

Dollars $ ______________ [$1 ______ $5 ______ $10 ______ $20 ______ Other ______]

Coin $ ______________ [$.01 ______ $.05 ______ $.10 ______ $.25 ______ Other ______]

Total Currency: $ ______________

Total Checks: $ ______________ *(Please list each check individually below using additional pages if necessary)*

Grand Total: $ ______________

Checks Received:

Check #	Payee Name	Amount		Check #	Payee Name	Amount

Received from (signature) : ______________________ *Phone Number:* ______________

PTA Use Only:

Received by/Date: ______________________ *Verified/Date:* ______________

Receipt # ________ *OneWrite Entry* ________ *Quickbooks Entry* ______________

Bank Deposit: Account ______________________ *Date:* ________ *Deposit Ticket Attached* ________

Bank Reconciliation: ______________