

South Davis PTO Form 1 - Treasurer Money Received

PLEASE READ CAREFULLY AND COMPLETE ALL INFORMATION

Date Submitted to Treasurer: _____

Submitted By: _____ Phone No.: _____

Email address: _____

Event or Budget Category: _____

Total Amount Collected: \$_____ (please also complete cash & check totals below)

(If applies) Classroom Teacher: _____ Grade: _____

CASH

CHECKS

- **remove all staples from checks**
- **submit checks in order as listed below**
- **use multiple sheets if necessary**

check no. name of person paying check

\$100 x _____ = _____ # _____ Name _____ Amount \$ _____

\$50 x _____ = _____ # _____ Name _____ Amount \$ _____

\$20 x _____ = _____ # _____ Name _____ Amount \$ _____

\$10 x _____ = _____ # _____ Name _____ Amount \$ _____

\$5 x _____ = _____ # _____ Name _____ Amount \$ _____

\$1 x _____ = _____ # _____ Name _____ Amount \$ _____

.50 x _____ = _____ # _____ Name _____ Amount \$ _____

.25 x _____ = _____ # _____ Name _____ Amount \$ _____

.10 x _____ = _____ # _____ Name _____ Amount \$ _____

.05 x _____ = _____ # _____ Name _____ Amount \$ _____

.01 x _____ = _____ # _____ Name _____ Amount \$ _____

TOTAL CASH: \$ _____ # _____ Name _____ Amount \$ _____

_____ Name _____ Amount \$ _____

_____ Name _____ Amount \$ _____

TOTAL NUMBER OF CHECKS _____

TOTAL CHECK AMOUNT: \$ _____

Any questions, contact Natalie Joseph (716) 725-1401, Co-Treasurer – nat626@hotmail.com

For Treasurer Use Only:

Total Cash Amount: \$ _____ Total Check Amount: \$ _____

Total Cash & Check Amount Collected: \$ _____ Dated Deposited: _____

Entered into Finance Manager: Yes

Approved (signature) _____ Date: _____