

South Davis PTO Form 5 - Teacher Money Received

PLEASE READ CAREFULLY AND COMPLETE ALL INFORMATION

Date Submitted to Office: _____

Submitted By Classroom Teacher: _____ Grade: _____

Email address: _____

Event or Field Trip: _____

CASH

CHECKS

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

<i># of each denomination</i>	<i>check no.</i>	<i>name of person paying check</i>	
\$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: \$ _____

TOTAL NUMBER OF CHECKS _____

TOTAL CHECK AMOUNT: \$ _____

Total Amount Collected and Submitted: \$ _____

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

For Treasurer Use Only:

Total Cash Amount: \$ _____	Total Check Amount: \$ _____
Total Cash & Check Amount Collected: \$ _____	Dated Deposited: _____
Entered into Finance Manager: Yes <input type="checkbox"/>	Checkbook register: Yes <input type="checkbox"/>
Approved (signature) _____	Date: _____