

# Monroe School PTO



## Cash Receipts Form

Please complete the following information:

<b>Date:</b>	
<b>Description of Receipts:</b> <i>(Please fill out a separate cash receipts form for each different type of revenue)</i>	
<b>Preparer Signature:</b>	
<b>Preparer Signature #2:</b>	<i>**If cash over \$500</i>

**Cash:**

Denomination	Count	Extension
\$100	x	
\$50	x	
\$20	x	
\$10	x	
\$5	x	
\$2	x	
\$1	x	
.25	x	
.10	x	
.05	x	
.01	x	
<b>Total of Cash:</b>	\$	

**Checks:** (please list additional checks on back or a separate spreadsheet)

Name	Number	Amount
<b>Total of Checks:</b>		\$

**Total Cash:**        \$ \_\_\_\_\_  
**Total Checks:**    \$ \_\_\_\_\_  
**Total Deposit:**    \$ \_\_\_\_\_

*All Monroe School PTO deposits should be dropped off at the home of the assistant treasurer, **Geegee Kan (Yang)**. If you have cash, please **call ahead** and confirm that the assistant treasurer will be home. Do not leave cash in the assistant treasurer's home mailbox or in the PTO mailbox at school. Any questions, contact [treasurer@monroeschoolpto.com](mailto:treasurer@monroeschoolpto.com).*