

Monroe School PTO



Cash Receipts Form

Please complete the following information:

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

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

Name	Number	Amount
Total of Checks:		\$

Total Cash: \$_____

Total Checks: \$_____

Total Deposit: \$_____

*All Monroe School PTO deposits should be dropped off at the home of the assistant treasurer, **Elaine Gilman**. 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.*