

**BAS PTA
Cash/ Check Receipt Form**

Event Name: _____
Date of Event: _____
Your Name: _____ (Chair of event/ person responsible for collecting money)
Contact info: _____ (in case there are questions/ discrepancies)

CASH:

Large bills (if any): _____
\$20 bills: _____ bills x \$20.00 = \$ _____
\$10 bills: _____ bills x \$10.00 = \$ _____
\$5 bills: _____ bills x \$5.00 = \$ _____
\$1 bills: _____ bills x \$1.00 = \$ _____
\$1 coins: _____ coins x \$1.00 = \$ _____
quarters: _____ coins x \$0.25 = \$ _____
dimes: _____ coins x \$0.10 = \$ _____
nickels: _____ coins x \$0.05 = \$ _____
pennies: _____ coins x \$0.01 = \$ _____
TOTAL CASH..... \$ _____

CHECKS:

Total number of checks _____
Total amount of checks \$ _____
Note: All checks to be made to BAS PTA

TOTAL CASH AND CHECKS: \$ _____

Cash that was already in cash box that is being returned (if applicable): \$ _____
(Note that this amount should not be included in the above tallies)



For PTA Treasurer use:

Date deposit was received: _____
Counts confirmed by second party (PTA Treasurer): _____ (signature)
Date of Deposit to bank: _____