

Hendrick Middle School PTA Cash Receipt Form

Event: _____ **Date:** _____

Person Completing Form: _____ **Phone No.** _____

Bills	Qty	Amount
\$50		
\$20		
\$10		
\$5		
\$1		
Total:		

Total Bills: \$ _____

Coins	Qty	Amount
Dollar		
Fifty Cent		
Quarter		
Dime		
Nickel		
Penny		
Total:		

Total Coins: \$ _____

Total from Checks: \$ _____

Should agree with detail on back.....

Total Collected: \$ _____

Counter's signature: _____

Counter's signature: _____

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

For Treasurer's use only Deposit #:
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