Greenwood PTA Money Transfer to Treasurer

Date: _____

Name: _____

Committee: _____

Budget Account: _____

Function/Event: _____

Currency Amount: _____

Check Amount: _____

Grand Total: _____

Verification of Money Received   *(Both signatures needed)*

Money counted by: _____

Money verified by: _____

Treasurer's Use Only

Date money received: _____

Date money verified: _____

Date of Deposit: _____

Budget Name: _____   Budget #: _____

Amount of Deposit: $_____   TR#: _____

Treasurer's Signature: _____

Money Types

Checks

Number of Checks: _____

Checks Total: $_____

Coins

Coins Total: $_____

Number of Each		Total
Quarters:	_____	$_____
Dimes:	_____	$_____
Nickels:	_____	$_____
Pennies:	_____	$_____
Other:	_____	$_____

Bills

Bills Total: $_____

Number of Each		Total
$1.00	_____	$_____
$5.00	_____	$_____
$10.00	_____	$_____
$20.00	_____	$_____
$50.00	_____	$_____
$100.00	_____	$_____
Other:	_____	$_____

This form is to be used and filled out entirely before submitting it and the money to the Treasurer.

Form Updated: January, 2018

Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

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Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

Check #: _____ Name: _____ Amount: $_____   Check #: _____ Name: _____ Amount: $_____

Column Total   **Amount**: $_____   **Column Total**   **Amount**: $_____

Final Total: $_____

This portion is to be filled out by the person submitting the form.
This has been put into place so that we have a listing of all checks with names and amounts.