

Miscellaneous deposits & Counting of Funds

Liberty High PTSA

INSTRUCTIONS: Please complete all unshaded portions of form. Two current PTSA members must verify the counts on this form, and both must sign and date it. For small amounts, place in the PTSA Box in the office. For larger amounts, or more than a trivial amount of cash, please give by hand to the PTSA Treasurer. List additional checks on the back of this form if needed. A receipt will be placed in the appropriate committee folder in the PTSA Box. If you need assistance, or have questions, please contact lynnb@barbeemill.com.

PTSA Event/ Committee/ Source of Funds _____

COIN

CURRENCY

_____ x Pennies	=	_____	_____ x \$1	=	_____
_____ x Nickels	=	_____	_____ x \$2	=	_____
_____ x Dimes	=	_____	_____ x \$5	=	_____
_____ x Quarters	=	_____	_____ x \$10	=	_____
_____ x Half Dollars	=	_____	_____ x \$20	=	_____
_____ x Dollars	=	_____	_____ x \$50	=	_____
			_____ x \$100	=	_____

Coin subtotal = _____ Currency subtotal = _____

Cash (coins + Currency) subtotal = _____

CHECKS

From:

_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____
_____	_____ x \$	_____

Checks Subtotal = _____

GRAND TOTAL = _____

Account Summary totals:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Verified by Treasurer _____ Date _____ Receipt issued _____