

Steck Elementary PTA Receipts
(Submit this form and all cash/checks to the treasurer)

Date Submitted _____ Date of event _____

Event Title _____ Budget Line Item _____

Checks

Check Number	Check Amount

Check Total: _____

If you have more checks than will fit in this table, please create and attach a separate table that includes the check number and check amount. Please have checks in the order listed in the table for easy reference. Checks should be made out to Steck PTA.

Currency:		Coins:	
Twenty:	\$ _____	Quarters:	\$ _____
Ten:	\$ _____	Dimes:	\$ _____
Five:	\$ _____	Nickels:	\$ _____
One:	\$ _____	Pennies:	\$ _____
Other	\$ _____	Other:	\$ _____
Cash total:	\$ _____	Coin Total:	\$ _____

Total of checks, currency, and coins: \$ _____

Received by: _____
(Treasurer Signature)

Received From: _____
(Volunteer signature after counting with treasurer)

Date of Deposit (Treasurer to complete) _____