

Washington Elementary PTA

FUNDS RECEIVED FORM

Description: _____ Date: _____

Funds Received

Coins: _____

Currency: _____

Checks: _____ # of Checks: _____

EFT: _____

TOTAL FUNDS RECEIVED: \$ _____

The undersigned certify that the funds shown above were received for PTA activities and properly accounted for in accordance with the Washington Elementary PTA Money Management Policy, and are to be credited to the appropriate PTA account as noted.

Signature of Counter*: _____ Date: _____

Signature of Counter/Witness*: _____ Date: _____

*PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY, ALL SIGNATURES ARE REQUIRED!

FOR TREASURER'S USE ONLY:

AUDIT COMM.: _____

DATE RECEIVED BY TREASURER: _____ INITIALS: _____ AMOUNT RECEIVED: _____

DATE OF DEPOSIT: _____ BUDGET CATEGORY: _____