



# Brookdale Elementary School PTA Cash Receipts Form

Date

Function

Your Name

Your Signature

Secondary Counter Name

Secondary Counter Signature

## CHECKS

Attach an Excel spreadsheet listing each check: check number, name on check and amount.


**TOTAL CHECKS** \$

## CURRENCY

\$20.00 bills

\$

\$10.00 bills

\$

\$5.00 bills

\$

\$1.00 bills

\$

Other

\$

**TOTAL CURRENCY** \$

## COINS

**TOTAL COINS** \$

**GRAND TOTAL CASH RECEIPTS** \$  
*ALL CHECKS, CURRENCY, COINS*

**PTA Treasurer Signature**