



REMITTANCE FORM

For treasurer's use:

Date Received: _____

Date Deposited: _____

Treasurer's initial _____

Deposit #: _____

Amount: \$ _____

Use this form when submitting money received from all East Broadway PTA activities. Note: If committee used "start-up funds", the equal amount must be returned using this form. Note the Committee Name & write "Start-Up" below. Use multiple forms for multiple deposits. NO money should be held over two weeks. Do not wait for all money before submitting remittance. All checks are to be made payable to East Broadway PTA.

Committee: _____ Date: _____

CASH

1's x	_____	=	\$	_____
5's x	_____	=	\$	_____
10's x	_____	=	\$	_____
20's x	_____	=	\$	_____
50's x	_____	=	\$	_____
100's x	_____	=	\$	_____

COINS

0.01 x	_____	=	_____
0.05 x	_____	=	_____
0.10 x	_____	=	_____
0.25 x	_____	=	_____
\$1.00 x	_____	=	_____

SUBTOTAL ALL BILLS \$ _____ SUBTOTAL ALL COINS \$ _____

CHECKS

Check # _____ @ \$ _____
Check # _____ @ \$ _____
Check # _____ @ \$ _____
Check # _____ @ \$ _____
Check # _____ @ \$ _____
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Check # _____ @ \$ _____

How many checks: _____ SUBTOTAL ALL CHECKS \$ _____

TOTAL BILLS, COINS & CHECKS: \$ _____

Submitted by: _____ Phone or email: _____

Date: _____ Person who recounted \$: _____