

CUB RUN PTA MONEY DEPOSIT FORM

To be returned/given to the Treasurer with monies received.

Activity/Event _____ DATE: _____

Event Chair Name _____

Amount of petty cash requested: _____

Cash placed into boxes prior to and removed at the end of any PTA event are to be counted in the presence of the PTA Treasurer/PTA Board Member AND the event chair, at the event site. Copies of this form shall be signed and placed in the bottom of the cash box. A separate copy is to be kept by the Treasurer/Board member for each cash box at the event.

Signature of Event Chair: _____

Signature of PTA Treasurer/PTA Board Member: _____

After Event Concludes

Counter 1 Name (printed) _____

Counter 2 Name (printed) _____

	Counter 1	Counter 2
Starting Cash Box Amount, if applicable		
Cash Enclosed (including coins)		
Checks Enclosed		
Square Reader Sales, if applicable		
Total Amount		

I certify the amount is enclosed is the same amount is stated above.

Counter 1 Signature _____

Counter 2 Signature _____