

FUNDS RECEIVED FORM

NORTHWEST GUILFORD MIDDLE SCHOOL PTSO

Committee: _____ Event/Description: _____ Date: _____

Coins:	<u>Qty</u>	<u>Amount</u>	Currency:	<u>Qty</u>	<u>Amount</u>
Pennies	_____	\$ _____	Ones	_____	\$ _____
Nickels	_____	\$ _____	Fives	_____	\$ _____
Dimes	_____	\$ _____	Tens	_____	\$ _____
Quarters	_____	\$ _____	Twenties	_____	\$ _____
Other	_____	\$ _____	Other	_____	\$ _____
Total Coins (A)		\$ _____	Total Currency (B)		\$ _____

<u>Summary</u>	
Coins (A)	\$ _____
Currency (B)	\$ _____
Checks (See Back)	\$ _____
TOTAL	\$ _____

Verified By _____ (Print Name) _____ (Signature)

Verified By _____ (Print Name) _____ (Signature)

Cash MUST be handled in the presence of at least TWO people at all times!!!

Both counters must sign form at the same time.

If the deposit is for checks only and not cash, only one counter/signature is required.

FOR TREASURER'S USE ONLY

Start-Up Cash Received? ____ Amount: \$ _____ Accounted for Properly? ____ Date Funds Received: _____

Notes: _____

