

# FUNDS RECEIVED FORM

## NORTHWEST GUILFORD MIDDLE SCHOOL PTSO

Committee: \_\_\_\_\_ Event/Description: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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: \_\_\_\_\_

# DEPOSIT SLIP