

Check/Cash Receipt Form Instructions

This form must be completed when turning money into the Treasurer.

1. Fill in Committee/Event, Date Submitted, your name and email or phone contact information.
2. Fill in total number of checks for deposit. Please note that you must list each check on the back of the form including last name and check amount.
3. Fill in total amount of checks for deposit.
4. If you have cash in addition to checks, fill in total amount of currency (bills) and coins and total cash.
5. Fill in Total Deposit Amount (must equal Total Checks plus Total Cash).
6. Chairperson of committee or event must sign form.
7. Secondary counter must sign form.
8. Make 2 copies of completed form and keep one.
9. Put one copy in Presiden's mailbox in school office.
10. Put original in Treasurer's mailbox in school office.