

# OAKLAND ELEMENTARY PTA

## Deposit / Itemized Receipt Form



NAME OF EVENT:	EVENT DATE: / /
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CHECK #	AMOUNT
<b>SUBTOTAL:</b>	

CURRENCY	\$ AMOUNT
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
<b>SUBTOTAL:</b>	

COINS	AMOUNT
Half Dollars (\$0.50)	
Quarters (\$0.25)	
Dimes (\$0.10)	
Nickels (\$0.05)	
Pennies (\$0.01)	
<b>SUBTOTAL:</b>	

MONEY ORDER	AMOUNT
<b>SUBTOTAL:</b>	

<b>CHECK SUBTOTAL</b>	
<b>M/O SUBTOTAL</b>	
<b>CURRENCY SUBTOTAL</b>	
<b>COIN SUBTOTAL</b>	
<b>TOTAL DEPOSIT:</b>	

Money must be counted at the school. You may not take money home with you to count. Fundraising chairperson(s) may be the only exception as long as arrangements are made with the Treasurer and/or President in advance.

The committee chair and one other individual (must be a PTA member and not a family member) to verify the deposit amount and sign the form. (You can keep a copy for your records.) Deposit is to be placed in the deposit box at OUR Credit Union or delivered to the Oakland PTA Treasurer the day of

SIGNATURE #1:	DATE: / /
SIGNATURE #2:	DATE: / /

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For PTA Office Use Only:

Date Received: \_\_\_\_\_ Ck#/Payee: \_\_\_\_\_ Date Issued: \_\_\_\_\_