

PTA Financial Form

Amy Miller, Treasurer avanhoogen@hotmail.com


Your Name: Date:

Your Signature:

Your Email Address: Your Telephone Number:

Name of Committee, Event or Sales Activity:

Affected PTA Budget Line (if known):

 Signature of PTA Committee Chair or Officer (required by PTA Bylaws):

To REQUEST Payment or Cash Box:

- Do you want a Check, \$ for Cash Box or Other?**
 - Check
 - Money for Cash Box
 - Other, specify
2. Amount requested: \$.....
3. Date needed:
4. If requesting Money for Cash Box, skip to #7.
5. Staple original receipts or invoices to this document. Circle all items that you're claiming for reimbursement.
6. Make Check payable to (please print):
.....
7. **How do we handle the requested funds?**
 - Return to you, via PTA Treasurer's Mailbox
 - Mail to:
 - Create Cash Box, with these denominations:

\$..... in \$1 Bills	\$..... in Pennies
\$..... in \$5 Bills	\$..... in Nickels
\$..... in \$10 Bills	\$..... in Dimes
\$..... in \$20 Bills	\$..... in Quarters
 - Other, specify

Submit this completed form to the PTA Treasurer or the PTA Treasurer's Mailbox in Parkview's Health Room.

To TURN IN Checks, Bills or Coins for a Deposit:

- CHECKS or MONEY ORDERS to be deposited** (must be made payable to Parkview PTA):
Number of items
Subtotal dollar amount of checks and money orders \$
- Cash in BILLS to be deposited:**

No. of \$1 Bills x 1 = \$
No. of \$2 Bills x 2 = \$
No. of \$5 Bills x 5 = \$
No. of \$10 Bills x 10 = \$
No. of \$20 Bills x 20 = \$
No. of \$50 Bills x 50 = \$
No. of \$100 Bills x 100 = \$
Subtotal \$	
- Cash in COINS to be deposited:**

No. of Pennies x \$.01 = \$
No. of Nickels x \$.05 = \$
No. of Dimes x \$.10 = \$
No. of Quarters x \$.25 = \$
No. of Half Dollars x \$.50 = \$
No. of Silver Dollars x \$1 = \$
Subtotal . \$	
- Total funds to be deposited:**

Subtotal for checks/money orders:	\$
Subtotal for bills:	+ \$
Subtotal for coins:	+ \$
TOTAL FUNDS FOR DEPOSIT:	\$

Parkview's School Office has a safe. If your deposit has CASH or multiple checks, please ask the Office to store your deposit in the safe. Then, notify the PTA Treasurer that your deposit is waiting.

For Treasurer's Use Only:
Date Picked Up from PTA Mailbox: Date Paid or Deposited:
Amount Paid or Deposited: \$ Date Notified by Email:
Check Number: Treasurer's Signature: