

West Millbrook Middle School PTA
FUNDS RECEIVED FORM

Fill out this form completely to turn cash or checks in to the WMMS PTA treasurer.

Cash and/or checks must be counted by 2 people before giving form and money to the treasurer.

DATE _____

Activity or Event : _____

Funds Given to Treasurer : (list total dollar amount of each type of currency)

COINS: \$ _____
CURRENCY: \$ _____ ones
 \$ _____ fives
 \$ _____ tens
 \$ _____ twenties
 \$ _____ fifties
of checks _____ CHECKS: \$ _____ total all checks

TOTAL FUNDS RECEIVED \$ _____

The undersigned certify that the funds shown above were received for PTA activities

Signature of Counter (1) _____ Date _____

Signature of Counter (2) _____ Date _____

FOR TREASURER'S USE ONLY:

AMOUNT RECEIVED: \$ _____ DATE _____

SPECIFIC BUDGET ITEM(S) CREDITED: _____

COMMENTS: _____

Treasurer's Signature: _____