

# George Mason Elementary School PTA Check/Cash Receipt Form

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Committee: \_\_\_\_\_

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Check Total\*: \_\_\_\_\_

Cash Total\*: \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

*\*Committee records (like an excel spreadsheet) listing all checks or cash collected (by name, amount, and check number) **must** be attached.*

For Checks/Cash: Money verified by and date: \_\_\_\_\_  
(Signature of person collecting money and completing this form.)

For Cash Only: Money counted by and date: \_\_\_\_\_  
(Cash over \$50 must be counted by a second, non-related person with no bank signature authority.)

Deposit received by: \_\_\_\_\_  
(Treasurer or President's signature and date.)

- Cash equal to or greater than \$100 must be delivered to the PTA President or another elected PTA officer **within 48 hours** of receipt. Cash less than \$100 must be given to a PTA officer within 7 days.

- Checks must be delivered to the PTA Treasurer **within 5-7 business days** of receipt.

- **Do not "wait until you have everything together" to get checks to the Treasurer.**

.....

## Treasurer's Use Only

Date of Deposit: \_\_\_\_\_

Income Line Item: \_\_\_\_\_