

**LINCOLN ELEMENTARY SCHOOL PTA
FINANCIAL RECEIPT FORM**

Please leave any cash or checks with Pam or Ellen in the front office and notify the Financial Secretary, Sharon Siegel, that a deposit has been dropped off. Do NOT leave checks or cash in the PTA Lounge. If you have questions, contact Diane Halvorsen dphalvorsen@gmail.com.

Committee: _____

Activity: _____ Date: _____

COINS:

_____ x 1¢ = _____
_____ x 5¢ = _____
_____ x 10¢ = _____
_____ x 25¢ = _____
_____ x 50¢ = _____
_____ x \$1 = _____

¢ Coin SUBTOTAL: _____

CURRENCY:

_____ x \$ 1 = _____
_____ x \$ 5 = _____
_____ x \$ 10 = _____
_____ x \$ 20 = _____
_____ x \$ 50 = _____
_____ x \$100 = _____

\$ Cash SUBTOTAL: _____

\$ CASH TOTAL: _____

TOTAL DEPOSIT (CASH/CHECKS): \$ _____

Submitted By: _____ Verified By*: _____

*(All cash deposit amounts must be verified by 2 PTA members)

CHECKS:

# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____

CHECKS TOTAL: _____

Financial Secretary Use	
Amount Received: _____	Date Received: _____
Signature: _____	