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 Susan Mears susan.m.mears@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**:_____

CHECKS:

#_____ $ _____#_____ $ _____
#_____ $ _____#_____ $ _____
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CHECKS TOTAL:_____

TOTAL DEPOSIT (CASH/CHECKS): $_____

Submitted By: _____ Verified By*: _____

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

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

Rev. 6/19