



Program Receipts

Name of Program: _____
(Source of Receipts)

Cash: _____

Coin: _____

Checks: _____ **Number of checks:** _____

Total: \$ _____

Submitted and Counted by: _____

Date: _____

Received by School Secretary **Initials** _____ **Date** _____

Received by PTO Treasurer **Initials** _____ **Date** _____

The program volunteer collecting the receipts should complete the top part of this form and give it to the school secretary with the funds to be deposited. Note that receipts should be submitted for deposit as soon as possible after collection. Also, it is not necessary to have all receipts collected before remitting the funds to be deposited. Multiple submissions for deposit are encouraged, especially when funds are not all received at one time and when large amounts are received. The School Secretary should initial and date the form and make one copy. The copy should be given to the school accountant. The original form and funds to be deposited should be placed in an envelope, sealed, and held for pick up by the PTO Treasurer.

For Treasurer's Use Only

Program Name: _____ Date Deposited: _____
