

# Monroe PTO "Funds Received" Summary

**Treasurer Use:**  
 Amount \_\_\_\_\_  
 Dep Date: \_\_\_\_\_  
 Journal Recorded

**To be filled out by Chairperson/Project Coordinator**

Your name: \_\_\_\_\_ phone number: \_\_\_\_\_

Project Name \_\_\_\_\_

Details - Source of Funds: \_\_\_\_\_

**All funds will be counted by two (2) people present, each initialing the totals.**

Cash		Total \$ Amt	Check #		Check \$ Amt
	\$100's	\$			
	\$50's				
	\$20's				
	\$10's				
	\$5's				
	\$1's				
	Quarters				
	Dimes				
	Nickels				
	Pennies				
<b>Totals</b>	Counted by (Initials)	\$	Counted by (Initials)	\$	
	1.			1.	
	2.		2.		

Use back side for additional checks & put a checkmark here \_\_\_\_\_

**Two Officers Receiving & Verifying Incoming Funds - PLEASE SIGN & DATE**

1<sup>st</sup> PTO PRESIDENT or TREASURER (sign) \_\_\_\_\_ (date) \_\_\_\_\_

2<sup>nd</sup> PTO OFFICER (sign) \_\_\_\_\_ (date) \_\_\_\_\_

Instructions to Chairperson: Make a copy of this as a receipt for your records,