

**Coral Reef Elementary PTA
7955 SW 152nd Street
Palmetto Bay, Florida 33157**

Cash/Checks RECEIPTS FORM 2016-2017

Activity/Budget Category: _____ **Date:** _____

NOTE: If more than eight checks, record deposits on a separate typed sheet following the same format as below. Please attach to this form. Thank You!

Checks:	<u>Last Name</u>	<u>Check Number</u>	<u>Amount</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

Total Number of Checks Received _____ **Total Amount of Checks \$** _____

Cash:

Bills: 100's x _____ =	\$ _____	Coins: Quarters (____ ea) =	\$ _____
50's x _____ =	\$ _____	Dimes (____ ea) =	\$ _____
20's x _____ =	\$ _____	Nickels (____ ea) =	\$ _____
10's x _____ =	\$ _____	Pennies (____ ea) =	\$ _____
5's x _____ =	\$ _____	Total Coins	\$ _____
1's x _____ =	\$ _____		
Total Bills	\$ _____		

Bills Total	\$
Coin Total	\$
Check Total	\$
Total Deposit	\$ _____

First Counter: _____ Date: _____
 Second Counter: _____ Date: _____
 Received By: _____ Date: _____
 (Depositor)

For Treasurer's Use Only

Budget Category _____

Treasurer's Initials _____