

Doss PTA Funds Received Form

Acknowledged by the PTA Treasurer (signature/date): _____

Funds received by the PTA for the following activity: _____

Received from (name/committee): _____

Date funds received: _____ Payment method: _____

Please list all checks individually. Cash must be counted by a 2nd signer who is: a PTA member AND not related to you by blood or marriage. Do NOT include checks made out to the Doss Endowment on this form.

#	CHECK NO. or CASH / NAME	DOLLARS	CENTS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

#	CHECK NO. or CASH / NAME	DOLLARS	CENTS
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

COLUMN SUB-TOTAL (left column): _____

COLUMN SUB-TOTALS (left + right):	_____	_____
CHECKS TOTAL:	_____	_____
CURRENCY:	_____	_____
COINS:	_____	_____
TOTAL FUNDS RECEIVED:	_____	_____

Counted By:	
Name: _____	Date: _____
Signature: _____	

Verified By (2nd counter – CASH only):	
Name: _____	Date: _____
Signature: _____	

For Treasurer Use Only – Budget Coding

Budget Line / Account: _____ Fund: _____ Deposited to Bank: _____

Notes: _____