

Grand Oak Elementary School PTA

MANUAL CASH/CHECK COUNT SHEET



DATE COUNTED: _____
 COMMITTEE NAME: _____
 EVENT: _____

****CASH COUNT PROCEDURES LOCATED IN PTA MAILBOX****

*****IN THE EVENT OF AN ERROR, COMPLETE A NEW FORM. ONE CORRECTION PER FORM MAXIMUM*****

Bills	Quantity	Total Amount
\$1's		
\$2's		
\$5's		
\$10's		
\$20's		
\$50's		
\$100's		
Total Bills		

Coins	Total Amount
Pennies	
Nickels	
Dimes	
Quarters	
Half Dollars	
Dollars	
Total Coins	

Total Cash

Checks

Name	Check #	Amount

Name	Check #	Amount

Total Checks

TOTAL DEPOSIT

COUNTED BY:

1) PRINT: _____ SIGN: _____

2) PRINT: _____ SIGN: _____

PTA TREASURER SIGNATURE: _____

TREASURER: _____
 DEPOSIT DATE: _____ AMOUNT: _____ RECEIPTED: _____