

**Alexandria PTA Council
Check/Cash Receipt Form**

Today's Date: _____

Name: _____

Committee: _____

Activity: _____

Date of Activity: _____

Check Total*: _____

Cash Total*: _____

Deposit Amount: _____

**Attach committee records listing all checks or cash deposits (by name and amount).*

For Cash Only: Money counted by: _____

Money verified by: _____

Deposit received by: _____

*Cash must be delivered to the PTA Council Treasurer or another elected PTA Council officer **within 48 hours** of receipt.*

*Checks must be delivered to the PTA Council Treasurer **within 5-7 business days** of receipt. Do not "wait until you have everything together" to get checks to the Treasurer.*

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Treasurer's Use Only

Date of Deposit: _____

Income Line Item: _____