



# PTIA Cash & Check Receipts

Use this form when you have money (cash and/or checks) to be deposited.

COMMITTEE: \_\_\_\_\_

(Use separate forms for different committees)

NAME: \_\_\_\_\_

PHONE OR EMAIL: \_\_\_\_\_

DATE MONEY TURNED IN: \_\_\_\_\_

<b>DEPOSIT TICKET</b>		
<b><u>Coin</u></b>	<b>Quantity</b>	<b>Amount</b>
Dollar		
Half-Dollar		
Quarter		
Dime		
Nickel		
Penny		
<b>Total Coin</b>		<b>\$</b>
<b><u>Currency</u></b>	<b>Quantity</b>	<b>Amount</b>
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>Total Currency</b>		<b>\$</b>
<b>Total Cash (Coin + Paper)</b>		<b>\$</b>
Number of Checks:		
<b>Total Amount Checks</b>		<b>\$</b>
<b><u>Total Deposit</u></b>		<b>\$</b>

**NEVER LEAVE CASH IN THE PTIA MAILBOX.**  
**HAVE THE OFFICE PUT IT IN THE SAFE.**

**COMPLETE THE FOLLOWING SECTION ONLY WITH CASH COLLECTIONS**

DATE RECEIVED: \_\_\_\_\_

COMMITTEE MEMBER SIGNATURE: \_\_\_\_\_

TREASURER SIGNATURE: \_\_\_\_\_

*Both people count all money and record. **Both people are to sign this form.** Treasurer will keep this form; please copy for committee records. Funds will be deposited by Treasurer. Contact PTIA Treasurer Laura Dobrzynski, email: [okmatreas24@gmail.com](mailto:okmatreas24@gmail.com) or via text at 248.701-8070 to arrange a mutually convenient time for picking up all money to be deposited.*