

Homestead PTA Cash Box Starting Inventory Request		
Request Date:		Funds Needed By:
Program/Project:		
Requestor:		
Enter Amounts Requested:		
CURRENCY	# OF BILLS	AMOUNT
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
SUBTOTAL:		\$
COINS	# OF COINS	AMOUNT
Dollars		\$
Half Dollars		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
SUBTOTAL:		\$
MONEY SUMMARY	AMOUNT	
CURRENCY TOTAL	\$	
COINS TOTAL	\$	
GRAND TOTAL:	\$	
Funds Delivered to:		
Signature 1	Possession Date:	
Signature 2	Possession Date:	
<i>Always have two people count the money.</i>		
Additional Items:		
<input type="checkbox"/> Cash Box/Cash Drawer		
<input type="checkbox"/> Money Bag		
<input type="checkbox"/> Deposit Stamp		
<input type="checkbox"/> Calculator(s)		
<input type="checkbox"/> Pens		
<input type="checkbox"/> Scratch Paper/Notepad		
For Treasurer Use Only		
Date Withdrawn:		
Method:	<input type="checkbox"/> Teller Withdrawal	<input type="checkbox"/> Check #
This form serves as the receipt for cash withdrawal. Attach this form to the Expense Voucher.		

Homestead PTA Money Receipt /Tally Sheet		
Date:		
Program/Project:		
Committee /Event Chair:		
Enter Amounts Received:		
CURRENCY	# OF BILLS	AMOUNT
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
SUBTOTAL:		\$
CHECKS RECEIVED		AMOUNT
List checks on back.		
		\$
COINS	# OF COINS	AMOUNT
Dollars		\$
Half Dollars		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
SUBTOTAL:		\$
MONEY SUMMARY	AMOUNT	
CHECK TOTAL	\$	
CURRENCY TOTAL	\$	
COINS TOTAL	\$	
GRAND TOTAL:	\$	
Counted by:		
Signature 1	Possession Date	
Signature 2	Possession Date	
<i>Always have two people count the money.</i>		
For Treasurer Use Only		
This form serves as Deposit Tally Sheet for events.		
Amount:		\$
Date Received by Treasurer:		
Date Received by PNC Bank:		
Deposit Record #		
Date Entered into General Ledger:		
Date Entered into Budget:		
Budget Line: R-		

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The left side of this form is used to document the funds needed to establish the cash drawer at PTA events. The right side of the form serves as the Deposit Tally documentation at the conclusion of the event.

Event: _____ Date: _____

	NAME ON CHECK	CHECK #	AMOUNT
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
23			\$
24			\$
25			\$
26			\$
27			\$
28			\$
29			\$
30			\$
31			\$
32			\$
33			\$
34			\$
35			\$
36			\$
37			\$
38			\$
39			\$
40			\$
41			\$
42			\$
43			\$
44			\$
45			\$
46			\$
47			\$
48			\$
49			\$
50			\$
	SUBTOTAL:		\$