

# FUNDS RECEIVED FORM

## NORTHWEST GUILFORD HIGH SCHOOL PTSO

Committee: \_\_\_\_\_ Event/Description: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
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Coin:	Qty	Amount	Currency:	Qty	Amount
Pennies	_____	\$ _____	Ones	_____	\$ _____
Nickels	_____	\$ _____	Fives	_____	\$ _____
Dimes	_____	\$ _____	Tens	_____	\$ _____
Quarters	_____	\$ _____	Twenties	_____	\$ _____
Other	_____	\$ _____	Other	_____	\$ _____
<b>Total Coin (A)</b>		\$ _____	<b>Total Currency (B)</b>		\$ _____

**Date:** \_\_\_\_\_

<b>Summary</b>	
Coin <b>(A)</b>	\$ _____
Currency <b>(B)</b>	\$ _____
Checks (See Back)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Verified By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name)

Verified By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name)

**Cash MUST be handled in the presence of at least TWO people at all times!!!**

**Both counters must sign form at the same time.**

If the deposit is for checks only and not cash, only one counter/signature is required.

**FOR TREASURER'S USE ONLY**

Start-Up Cash Received? \_\_\_\_ Amount: \$ \_\_\_\_\_ Accounted for Properly? \_\_\_\_ Date Funds Received: \_\_\_\_\_

Notes: \_\_\_\_\_

# DEPOSIT SLIP