

# Sea Park PTO Money Collection Form



*Documentation for monies collected from individual parents or students. Form must be given to PTO Assistant Treasurer (or School Bookkeeper if Assistant Treasurer is not available) with funds for deposit. The sponsor will complete the money count box, total, sign and date the form. Sponsor should make copy of form prior to submission for their records.*

**Class/Club:** \_\_\_\_\_ **Sponsor:** \_\_\_\_\_  
**Reason for Collection:** \_\_\_\_\_

|    | NAME | Date Collected | Cash (X) | Check # | Amount (\$) |
|----|------|----------------|----------|---------|-------------|
| 1  |      |                |          |         |             |
| 2  |      |                |          |         |             |
| 3  |      |                |          |         |             |
| 4  |      |                |          |         |             |
| 5  |      |                |          |         |             |
| 6  |      |                |          |         |             |
| 7  |      |                |          |         |             |
| 8  |      |                |          |         |             |
| 9  |      |                |          |         |             |
| 10 |      |                |          |         |             |
| 11 |      |                |          |         |             |
| 12 |      |                |          |         |             |
| 13 |      |                |          |         |             |
| 14 |      |                |          |         |             |
| 15 |      |                |          |         |             |

**TOTAL COLLECTED:\$** \_\_\_\_\_

**Collected by** \_\_\_\_\_  
(Sponsor Signature) **Date**

**Received by** \_\_\_\_\_  
(School Bookkeeper, if applicable) **Date**

**Received by** \_\_\_\_\_  
(PTO Assistant Treasurer, mandatory) **Date**

**Received by** \_\_\_\_\_  
(PTO Treasurer, mandatory) **Date**

| # OF BILLS    | \$ TOTAL     | # OF COINS             | \$ TOTAL      |
|---------------|--------------|------------------------|---------------|
| \$100's _____ | X100 = _____ | Quarters _____         | X .25 = _____ |
| \$ 50's _____ | X 50 = _____ | Dimes _____            | X .10 = _____ |
| \$ 20's _____ | X 20 = _____ | Nickels _____          | X .05 = _____ |
| \$ 10's _____ | X 10 = _____ | Pennies _____          | X .01 = _____ |
| \$ 5's _____  | X 5 = _____  | Other _____            | X = _____     |
| \$ 1's _____  | X 1 = _____  | <b>TOTAL: \$</b> _____ |               |

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