

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 = _____	TOTAL: \$ _____	

Deposit Date: _____