

# PTO Financial Form

Amy Miller, Treasurer [avanhoogen@hotmail.com](mailto:avanhoogen@hotmail.com)


Your Name: ..... Date: .....

Your Signature: .....

Your Email Address: ..... Your Telephone Number: .....

Name of Committee, Event or Sales Activity: .....

Affected PTA Budget Line (if known): .....

 Signature of PTA Committee Chair or Officer (required by PTA Bylaws): .....

## To REQUEST Payment or Cash Box:

- Do you want a Check, \$ for Cash Box or Other?**
  - Check
  - Money for Cash Box
  - Other, specify .....
2. Amount requested: \$.....
3. Date needed: .....
4. If requesting Money for Cash Box, skip to #7.
5. Staple original receipts or invoices to this document. Circle all items that you're claiming for reimbursement.
6. Make Check payable to (please print):  
.....
7. **How do we handle the requested funds?**
  - Return to you, via PTA Treasurer's Mailbox
  - Mail to: .....
  - Create Cash Box, with these denominations:
 

\$..... in \$1 Bills	\$..... in Pennies
\$..... in \$5 Bills	\$..... in Nickels
\$..... in \$10 Bills	\$..... in Dimes
\$..... in \$20 Bills	\$..... in Quarters
  - Other, specify .....

Submit this completed form to the PTA Treasurer or the PTA Treasurer's Mailbox in Parkview's Health Room.

## To TURN IN Checks, Bills or Coins for a Deposit:

- CHECKS or MONEY ORDERS to be deposited** (must be made payable to Parkview PTA):  
Number of items .....  
**Subtotal dollar amount of checks and money orders \$ .....**
- Cash in BILLS to be deposited:**

No. of \$1 Bills	..... x 1 = \$ .....
No. of \$2 Bills	..... x 2 = \$ .....
No. of \$5 Bills	..... x 5 = \$ .....
No. of \$10 Bills	..... x 10 = \$ .....
No. of \$20 Bills	..... x 20 = \$ .....
No. of \$50 Bills	..... x 50 = \$ .....
No. of \$100 Bills	..... x 100 = \$ .....
<b>Subtotal \$ .....</b>	
- Cash in COINS to be deposited:**

No. of Pennies	..... x \$.01 = \$ .....
No. of Nickels	..... x \$.05 = \$ .....
No. of Dimes	..... x \$.10 = \$ .....
No. of Quarters	..... x \$.25 = \$ .....
No. of Half Dollars	..... x \$.50 = \$ .....
No. of Silver Dollars	..... x \$1 = \$ .....
<b>Subtotal . \$ .....</b>	
- Total funds to be deposited:**

Subtotal for checks/money orders:	\$ .....
Subtotal for bills:	+ \$ .....
Subtotal for coins:	+ \$ .....
<b>TOTAL FUNDS FOR DEPOSIT:</b>	<b>\$ .....</b>

Parkview's School Office has a safe. If your deposit has CASH or multiple checks, please ask the Office to store your deposit in the safe. Then, notify the PTA Treasurer that your deposit is waiting.

### For Treasurer's Use Only:

Date Picked Up from PTA Mailbox: ..... Date Paid or Deposited: .....

Amount Paid or Deposited: \$ ..... Date Notified by Email: .....

Check Number: ..... Treasurer's Signature: .....