

# Briarwood Elementary PTA

## Money to Treasurer Form

**COMMITTEE:** \_\_\_\_\_

*budgeted category*

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

*Place completed form along with cash, coin, & checks in the PTA Treasurer Bin*

**COINS:**

***Dollar Amount***

_____	x	0.01	_____	Pennies
_____	x	0.05	_____	Nickels
_____	x	0.10	_____	Dimes
_____	x	0.25	_____	Quarters
_____	x	0.50	_____	Half Dollars
_____	x	1.00	_____	Dollars
_____		Other	_____	

**Total \$ Coins** \_\_\_\_\_

**BILLS:**

***Dollar Amount***

_____	x	1.00	_____	ones
_____	x	2.00	_____	twos
_____	x	5.00	_____	fives
_____	x	10.00	_____	tens
_____	x	20.00	_____	twenties
_____	x	50.00	_____	fifties
_____	x	100.00	_____	hundreds
_____		Other	_____	

**Total \$ Bills** \_\_\_\_\_

**CHECKS:**

# of Checks \_\_\_\_\_

**Total \$ of all Checks** \_\_\_\_\_

**Total Monies given to Treasurer (coins + bills + checks):** \_\_\_\_\_

**Signature**

Chair \_\_\_\_\_

2nd Count \_\_\_\_\_

Treasurer \_\_\_\_\_

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*This form is required for all monies submitted to the PTA Treasurer*