

Briarwood Elementary PTA

Money to Treasurer Form

Please complete form and return it to the Treasurer mailbox in the PTA office. Place cash, coin & checks in the safe in the PTA office and notify the treasurer at briarwood.pta.treasurer@gmail.com

Committee/Event: _____ budgeted category

Committee Chair: _____

Cash to Start/Petty Cash: _____ Initials: _____

of COINS:

Dollar Amount

of pennies _____ X \$.01 = \$ _____ Total

of nickels _____ X \$.05 = \$ _____ Total

of dimes _____ X \$.10 = \$ _____ Total

of quarters _____ X \$.25 = \$ _____ Total

of half-dollars _____ X \$.50 = \$ _____ Total

of dollars _____ X \$1.00 = \$ _____ Total

\$ _____ Total Coins

of BILLS:

Dollar Amount

of ones _____ X \$1.00 = \$ _____ Total

of twos _____ X \$2.00 = \$ _____ Total

of fives _____ X \$5.00 = \$ _____ Total

of tens _____ X \$10.00 = \$ _____ Total

of twenties _____ X \$20.00 = \$ _____ Total

of fifties _____ X \$50.00 = \$ _____ Total

of hundreds _____ X \$100.00 = \$ _____ Total

\$ _____ Total Bills

Comments to Treasurer:

CHECKS: # of Checks _____ Total of all checks \$ _____

Petty Cash Out (Please separate from earnings & mark as such) \$ _____ Initials _____

Total Monies given to Treasurer (coins + bills + checks): \$ _____

First Count Name: _____ Signature: _____

Second Count Name: _____ Signature: _____

Date Submitted: _____

Treasurer Signature: _____ Date Received: _____

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