

Puesta del Sol PTA Money Tally Sheet and Receipt

Date: _____

Event: _____

Money must always be counted by 2 Current PTA Members

Starting Cash Box Amount: \$ _____

Cash Received From (circle one): PTA/ _____
Print Name

Starting Cash Counted By:

_____ AND _____
Print Name *Print Name*

_____ AND _____
Signature *Signature*

	Quantity	Amount
Checks		
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50 cent piece		
Quarters		
Dimes		
Nickels		
Pennies		
Total in Cash Box at End of Event	\$	
Subtract Starting Cash	-- \$	
Total to Deposit	\$	

Starting Cash Returned to (circle one): PTA / _____

Final Count by:

_____ AND _____
Print Name *Print Name*

_____ AND _____
Signature *Signature*

Date Received by Treasurer: _____

Treasurer's Signature: _____

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Print Name

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	Quantity	Amount
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50 cent piece		
Quarters		
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Nickels		
Pennies		
Total in Cash Box at End of Event	\$	
Subtract Starting Cash	-- \$	
Total to Deposit	\$	

Starting Cash Returned to (circle one): PTA / _____

Final Count by:

_____ AND _____
Print Name *Print Name*

_____ AND _____
Signature *Signature*

Date Received by Treasurer: _____

Treasurer's Signature: _____