

**TC Williams PTSA
Check / Cash Receipt Form**

Date: _____

Name: _____

Activity: _____

Date of Activity (if applicable): _____

Check Total*: _____

Cash Total*: _____

Deposit Amount: _____

*Committee records (like an excel spreadsheet) listing all checks or cash collected (by name, amount, and check number) must be attached.

For Checks/Cash: Money verified by and date: _____
(Signature of person collecting money and completing this form.)

For Cash Only: Money counted by and date: _____
(Cash over \$50 must be counted by a second, non-related person with no bank signature authority.)

Deposit received by: _____
(Treasurer or President's signature and date.)

- Cash equal to or greater than \$100 must be delivered to the PTA President or another elected PTA officer within 48 hours of receipt. Cash less than \$100 must be given to a PTA officer within 7 days.
 - Checks must be delivered to the PTA Treasurer within 5-7 business days of receipt.
 - Do not "wait until you have everything together" to get checks to the Treasurer.
-

Treasurer's Use Only

Date of Deposit: _____

Income Line Item: _____

Questions? Contact PTA Treasurer at:

Chalin Smith
912 North Overlook Drive
Alexandria, VA 22305
treasurer@tcwilliamsptsa.com
Text: 703-447-9139