

FUNDS SUBMISSION FOR MONIES COLLECTED AT EVENTS

Copper Beech PTA

EVENT INFORMATION			
Event:			
Date of Event:			
Date Submitted:			
SUBMITTED BY (TWO PEOPLE MUST COUNT AND SUBMIT):			
Print Name:			
Phone:			
Signature:			
Print Name:			
Phone:			
Signature:			
MONEY SUBMITTED			
Cash: \$			
Checks: \$		# of Checks:	
Total: \$			
SUBMIT WITH BACK UP DOCUMENTATION TO:			
Cathy Richman, Treasurer			
CathyCBPTA@gmail.com			
FOR OFFICE USE ONLY			
Funds Received By (Print):		Date:	
Recipient's Signature:			
Date Deposited:		Amount Deposited:	
<p>Note: Funds from PTA events MUST be submitted to the Treasurer or other Board Member with this form no later than ONE business day after the event. Attach documentation of funds submitted such as list of attendees, adding machine tape, number of items sold, etc.</p>			
Keep a copy for your records			