## East Ridge Elementary PTA INCOME RECEIPT

PROGRAM/EVENT:		CHAIRPERSON:	CHAIRPERSON:		
*Co	ontinue list on back or submit (	a spreadsheet for additional inco	ome.		
CHECK # or CASH	NAME	PHONE # (if not in PTA directory)	AMOUNT		
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		+			
Total # of Checks		Total \$ amount of Checks _			
	e counted by two people:	Total amount of Cash			
	 	- GRAND TOTAL _			
		Treasurer's Count  Date of Deposit			
		Budget Category			
		budget category			

CHECK # or	PHONE #		
CASH	NAME	(if not in PTA directory)	AMOUNT

All funds should be **promptly** deposited into a PTA bank account.

Funds should **never** be deposited into the personal account of the treasurer or anyone else.

Funds should **never** be kept in someone's home.

Please leave deposit in PTA safe and contact the Treasurer when you have funds ready to be deposited.