

# Alberta Smith Elementary School PTA

## Cash Box Receipt

Cash Box Number: \_\_\_\_\_

This Cash Box is being given to: \_\_\_\_\_

for: \_\_\_\_\_ (event) on: \_\_\_\_\_ (date)

Please to not write in any shaded areas. It is required that two people count the money and sign this form.

Received by: \_\_\_\_\_ Time/Date: \_\_\_\_

I \_\_\_\_\_, accept responsibility for this cash box (# \_\_\_\_\_) and it's contents of \$ \_\_\_\_\_. I will maintain responsibility until this box is returned to the treasurer and will return it by \_\_\_\_\_.

\_\_\_\_\_  
(received by signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(treasurer signature)

\_\_\_\_\_  
(date)

Cash box contains:

Counted By: \_\_\_\_ Signed: \_ Date: \_\_\_\_

Counted By: \_\_\_\_ Signed: \_ Date: \_\_\_\_

Returned by: \_\_\_\_\_ Time/Date: \_\_\_\_

\_\_\_\_\_  
(returned by signature) (date) (treasurer's signature) (date)

Total for deposit: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

\_\_\_\_\_  
Currency Total: \_\_\_\_\_

\_\_\_\_\_  
Coin Total: \_\_\_\_\_ Deposited by: \_\_\_\_

\_\_\_\_\_  
Check Total: \_\_\_\_\_ Attach deposit receipt to this form.

Deposit Split: Cash Box: \$ \_\_\_\_\_ (cash box starting balance)  
(budget line) · \$ \_\_\_\_\_ (total less starting balance)