

Cash Receipt Form ~ Blue Ash Elementary PTO

Amount of Deposit: _____ Date: _____

Submitted by: _____

Your contact information (email/phone): _____

SOURCE OF FUNDS: Check the appropriate budget or committee category from the list below. If the item is to be deposited under a sub-committee, explain below (i.e. Haunted Fest-Tickets).

☐ 4th Grade Celebration

☐ Author Visit

☐ Backpack bundles

☐ Box Tops

☐ Dinners Out/Ways and Means

☐ Dance-A-Thon

☐ Haunted Fest

Subcommittee: _____

☐ Membership

☐ School for Scholars

☐ School Supply Kits

☐ Scripts

☐ Spirit Wear

☐ Student Directory

☐ Variety Show

☐ Yankee Candles

☐ Yearbook

☐ Other: _____

RECONCILIATION: Detailed explanation/breakdown of the source of funds. For example, membership chair submits \$350. The reconciliation would be **100 members x \$3.50 = \$350.00**.

RECEIVED BY: _____

DEPOSIT DATE: _____

Please do not leave cash in the Treasurer folder. Ask to store it in the safe in the front office or contact Kyle Lewis to set up a time to drop off the money.

Phone: 549-5535
Email: kylelewis.ohio@gmail.com