

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)

- | | |
|-------------------------------------|----------------------|
| ▪ 4 th Grade Celebration | ▪ School Supply Kits |
| ▪ Author Visit | ▪ Scripts |
| ▪ Box Tops | ▪ Spirit Wear |
| ▪ Haunted Fest | ▪ Spring Book Fair |
| Subcommittee _____ | ▪ Student Directory |
| ▪ Dinners Out/Ways and Means | ▪ Variety Show |
| ▪ Dance A Thon | ▪ Yearbook |
| ▪ School for Scholars | |
| ▪ Membership | ▪ Other _____ |

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

RECEIVED BY: _____

DEPOSIT DATE: _____

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

Phone : 984-9934
Email : becky5623@aol.com