

Starting Cash Deposit

For the 2020 -2021 School Year

Please complete the following information:

Date: _____ Budget Category: _____

Your Name: _____ Your email address: _____

Cash box stocked by: PTSA Funds Individual Funds

Currency Chart

Bills		Amount	=	Total
	X	\$100	=	
	X	\$50	=	
	X	\$20	=	
	X	\$10	=	
	X	\$5	=	
	X	\$1	=	
Total Bills			=	

Coins		Amount	=	Total
	X	\$1.00	=	
	X	\$.50	=	
	X	\$.25	=	
	X	\$.10	=	
	X	\$.05	=	
	X	\$.01	=	
Total Coins			=	

Total Bills \$ _____
 Total Coins \$ _____

Amount Issued \$ _____

Signature of two (2) Counters:

(Always have two different people count the money separately, deposits will not be accepted without two signatures)

 Counter 1

 Counter 2

If you have any questions, please contact Jennifer Grimes, Treasurer at treasurer@rhmsptsa.org.

For Treasurer's Use Only:

Date: _____ Amount \$ _____

Budget

Category: _____