

OAKLAND ELEMENTARY PTA

Cash to be Kept in the Event Box

	quantity		amount
pennies	<u> </u> x	\$0.01	<u> </u> \$
nickels	<u> </u> x	\$0.05	<u> </u> \$
dimes	<u> </u> x	\$0.10	<u> </u> \$
quarters	<u> </u> x	\$0.25	<u> </u> \$
half dollar	<u> </u> x	\$0.50	<u> </u> \$
penny roll	<u> </u> x	\$0.50	<u> </u> \$
nickel roll	<u> </u> x	\$2.00	<u> </u> \$
dime roll	<u> </u> x	\$5.00	<u> </u> \$
quarter roll	<u> </u> x	\$10.00	<u> </u> \$
ones	<u> </u> x	\$1.00	<u> </u> \$
twos	<u> </u> x	\$2.00	<u> </u> \$
fives	<u> </u> x	\$5.00	<u> </u> \$
tens	<u> </u> x	\$10.00	<u> </u> \$
twenties	<u> </u> x	\$20.00	<u> </u> \$
fifties	<u> </u> x	\$50.00	<u> </u> \$
 TOTAL CASH			 <u> </u> \$

OAKLAND ELEMENTARY PTA Money Receipt Form

Name of Event _____

Date _____

Total Cash _____

Total Checks _____

Grand Total _____

Submitted By _____

Received By _____

	quantity		amount	
pennies	_____ x	\$0.01	\$	_____
nickels	_____ x	\$0.05	\$	_____
dimes	_____ x	\$0.10	\$	_____
quarters	_____ x	\$0.25	\$	_____
half dollar	_____ x	\$0.50	\$	_____
penny roll	_____ x	\$0.50	\$	_____
nickel roll	_____ x	\$2.00	\$	_____
dime roll	_____ x	\$5.00	\$	_____
quarter roll	_____ x	\$10.00	\$	_____
ones	_____ x	\$1.00	\$	_____
twos	_____ x	\$2.00	\$	_____
fives	_____ x	\$5.00	\$	_____
tens	_____ x	\$10.00	\$	_____
twenties	_____ x	\$20.00	\$	_____
fifties	_____ x	\$50.00	\$	_____

TOTAL CASH \$ _____

	Check #	From	Amount
1			
2			
3			
4			
5			
6			
7			

Total Checks this page \$ _____

OAKLAND ELEMENTARY PTA
Money Receipt Form

	Check #	From	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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36			
37			
38			
39			

Total Checks this page \$ _____

OAKALND ELEMENTARY PTA

PAYMENT OR REIMBURSEMENT VOUCHER

1. PLEASE COMPLETE THE TOP PORTION OF THIS FORM/KEEP BOTTOM FOR SELF
2. ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM
3. DESCRIBE THE PURPOSE OF THE ITEM(S) PURCHASED

DATE: _____

SUBMITTED BY: _____

PURPOSE: _____

PAY TO THE ORDER OF: _____

AMOUNT: _____

CHECK NUMBER _____

DATE PAID _____

BUDGET CATEGORY _____

APPROVED BY _____

(TREASURER/COMMITTEE CHAIR)

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