|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RMS PTO** | | | | | | | |
| **Income Transaction Report** | | | | | | | |
|  |  |  |  |  |  |  |  |
| Please complete this form any time there are funds (cash/checks) collected for an | | | | | | | |
| event. Amounts should be recorded and signed by two people in charge of the | | | | | | | |
| event in addition to the treasurer. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date:** | |  |  |  |  |  |  |
| **Committee:** | | | |  |  |  |  |
| **Event:** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Denomination** | | | **$** | **1st Signature** | **2nd Signature** |  |
|  | Income: | | |  |  |  |  |
|  |  | 100s | | $ |  |  |  |
|  |  | 50s | | $ |  |  |  |
|  |  | 20s | | $ |  |  |  |
|  |  | 10s | | $ |  |  |  |
|  |  | 5s | | $ |  |  |  |
|  |  | 1s | | $ |  |  |  |
|  |  | Coin | | $ |  |  |  |
|  |  |  | Sub-total | $ |  |  |  |
|  |  | Checks | | $ |  |  |  |
|  |  |  | **TOTAL Income** | $ |  |  |  |
|  | Less Tip if applicable | | |  |  |  |  |
|  | Starting Cash if applicable | | | $ |  |  |  |
|  |  |  | **TOTAL Cash in Box** | $ |  |  |  |
|  |  |  |  |  |  |  |  |
| Submitted by: | | | |  |  | chairperson / volunteer / officer (please circle one) | |
| Email & phone contact: | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Please notify the PTO Treasurer that you have a deposit and make | | | | | | | |
| arrangements for submission. | | | | | | | |
| THANK YOU! | | | | | | | |