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| --- |
| **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! |