MARSHALL ROAD ELEMENTARY SCHOOL PTA
CASH RECEIPTS SUBMITTAL

Complete this form for each deposit submittal. Please attach all supporting documentation.

Funds for deposit should be submitted as soon as possible to:

A) Randy Weinhardt, contact at treasurer@marshallroadpta.org to make drop off arrangements
OR
B) Carol Feinberg in the MRE office. However, please e-mail Randy at treasurer@marshallroadpta.org to notify him that the funds are there.

Currency/Coin _____

Checks _____

Total ==========

These revenues were received on behalf of the following program/event:

_____

The following individuals acknowledge receipt of cash and checks in the amount noted above:

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

For Treasurer's Use:

Amount Received: _____ Date Received:_____

Adjustment needed: (Y / N) If so, reason and amount of adjustment:

_____