



MARSHALL ROAD ELEMENTARY SCHOOL PTA CASH & CHECK RECEIPTS SUBMITTAL

Instructions: Please use this form when submitting any funds to the MRE PTA for deposit. Please attach supporting documentation (i.e. listing of checks, etc) and sign this form. If you are submitting a large number of checks for deposit, please attach a list showing each check number and the amount of the check. Funds for deposit should be submitted as soon as possible to MRE PTA. No form is required for payments received via *PayPal*.

To submit this form, do one of the following:

1. Drop the completed form with appropriate attachments off in the school office and send an email to the PTA treasurer, Jan Garcia, to let her know that a deposit is ready for pickup at: treasurer@marshallroadpta.org, or
2. Submit the funds and supporting documentation directly to Jan Garcia, MRE PTA treasurer.

Today's Date:	
Your Name:	
Your Phone Number:	

Program and Currency/Check Specifics:	
A. Total amount in Cash (dollars and coins):	\$
B. Total amount in Checks:	\$
C. Total number of checks:	#
Total amount (A + B):	\$

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

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

<i>(Signature)</i>	<i>(Date)</i>
<i>(Treasurer's Signature)</i>	<i>(Date)</i>

For Treasurer's Use Only:	
Amount Received: _____	Adjustments needed (Y/N). If so, reason and amount of adjustment:
Date Received: _____	
Deposit Date: _____	
G/L Reference: _____	
*Email Documentation: _____	