



Cash Receipts Form

Before submitting funds for deposit, please make sure all checks are made payable to Springdale Park Elementary (or SPARK) PTO.

Event: _____ Event Date: _____

Cash Count Performed By (*cash must be counted separately by at least two people*):

(1) _____ (2) _____

Funds for Deposit		Number	Amount
Coins			
Currency	Ones		
	Fives		
	Tens		
	Twenties		
	Fifties		
	Hundreds		
Checks <i>Checks <u>must</u> be itemized on attached sheet</i>			
Total Amount for Deposit:			

Submitted By: _____

Address: _____

Telephone: _____ Email: _____

Preferred Contact Method: ☐ Telephone ☐ Email

For treasurer's use only: Deposit Received: _____ Deposit Made: _____