Parents & Teachers of the International Academy East

CASH RECEIPTS

Use this form when you have cash and/or checks to be deposited.

**NAME:**

**DATE:**

**ADDRESS: PHONE#: EMAIL: BUDGET LINE ITEM (circle one): Membership Fees / Donation / Fundraiser (specify):**

**SANP-Ticket Sale / SANP-Donation / Other (specify):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Coins** | **Value** | **X** | **# of coins** | **Total** | **Currency** | **X** | **# of bills** | **Total** |
| Silver Dollars | **1.00** | **X** |  | **= $** | **$100.00** | **X** |  | **= $** |
| Half Dollars | **.50** | **X** |  | **= $** | **$50.00** | **X** |  | **= $** |
| Quarters | **.25** | **X** |  | **= $** | **$20.00** | **X** |  | **= $** |
| Dimes | **.10** | **X** |  | **= $** | **$10.00** | **X** |  | **= $** |
| Nickels | **.05** | **X** |  | **= $** | **$5.00** | **X** |  | **= $** |
| Pennies | **.01** | **X** |  | **= $** | **$2.00** | **X** |  | **= $** |
|  | **$1.00** | **X** |  | **= $** |
|  | **SUBTOTAL $****for coins** |  | **SUBTOTAL $****for bills** |
| # | **Check From** | **Check Amount** | # | **Check From** | **Check Amount** |
| **1** |  | **$** | **7** |  | **$** |
| **2** |  | **$** | **8** |  | **$** |
| **3** |  | **$** | **9** |  | **$** |
| **4** |  | **$** | **10** |  | **$** |
| **5** |  | **$** | **11** |  | **$** |
| **6** |  | **$** | **12** |  | **$** |
|  | **SUBTOTAL for checks** | **$** |
| **\*Checks listed on back of form** | **SUBTOTAL for checks****on back of form\*** | **$** |
|  | **TOTAL DEPOSIT** | **$** |

\*If you have more than 12 checks, please list additional checks on the back and write the subtotal above

Submitted by Signature:

Received by Signature:

Date:

Date:

If you have checks only, you can mail the form and checks to:

**International Academy - PTIA East c/o Alpa Tripathi**

**1291 Torpey Drive**

**Troy, Michigan 48083-5444**

-or-

Deliver to the PTIA East mailbox in the IA East Main Office.

All cash deposits must be delivered to the IA East Main Office.

 **For Treasurer’s Use:**

Date: Amount:

If you have any questions, please contact PTIA East Treasurer Alpa Tripathi 586-604-3992

Rev. 8/6/2014