



Takoma Park MS-Parent Teacher Association

Income Submission Form

To: The TPMS-PTA Treasurer

From: _____ Total Amount Enclosed: _____ Date: _____

Specify Category for funds: _____ Amount received as donation to PTA: \$ _____

Details of amount enclosed are given below:

Cash detail:

Denominations	Quantity	Amount	Comments
\$100.00		\$	
\$50.00		\$	
\$20.00		\$	
\$10.00		\$	
\$5.00		\$	
\$1.00		\$	
Total amount in Cash:		\$	

Check Details: (Please use the other side of this page if you the number of checks exceeds the space provided below)

S.No	Check Number	From	Amount	Comments
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Amount in checks:			\$	

A list of additional checks and total amount in checks is given on page 2 (Check is applicable)

As a healthy financial practice we encourage (if possible) having a 2nd person count the cash & checks to tally the total amount enclosed and sign as a witness. Both people should sign. Please include e-mail / phone number of both people below in case we need to contact you:

Signature of depositor	Printed Name	email / Phone number
Signature of witness	Printed Name	email / Phone number

.....
 To be filled by PTA Treasurer below (Any comments required listed on page 2):

Total amount received as described: \$ _____ Signature of Treasurer: _____ Date: _____



Takoma Park MS-Parent Teacher Association Income Submission Form

Page 2: Check Details continued from page 1:

Additional Check Details:

S.No	Check Number	From	Amount	Comments
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Amount in checks:			\$	

Total amount in checks including additional checks (Total of all checks listed on Page 1 & Page 2): \$ _____

Signature of depositor Printed Name email / Phone number

Signature of witness Printed Name email / Phone number

Comments of Treasurer below in case of discrepancy or if needed:
