

**Alexandria City High School PTSA
Check / Cash Receipt Form**

Date: _____

Name: _____

Activity: _____

Date of Activity (if applicable): _____

Check Total*: _____

Cash Total*: _____

Deposit Amount:

*Committee records (like an excel spreadsheet) listing all checks or cash collected (by name, amount, and check number) must be attached.

For Checks/Cash: Money verified by and date: _____
(Signature of person collecting money and completing this form.)

For Cash Only: Money counted by and date: _____
(Cash over \$50 must be counted by a second, non-related person with no bank signature authority.)

Deposit received by: _____
(Treasurer or President's signature and date.)

- Cash equal to or greater than \$100 must be delivered to the PTA President or another elected PTA officer within 48 hours of receipt. Cash less than \$100 must be given to a PTA officer within 7 days.

- Checks must be delivered to the PTA Treasurer within 5-7 business days of receipt.

- Do not "wait until you have everything together" to get checks to the Treasurer.

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Treasurer's Use Only

Date of Deposit: _____

Income Line Item: _____

Questions? Contact PTA Treasurer at:

Darcey Arnold
2936 Hickory Street
Alexandria, VA 22305
treasurer@tcwilliamsptsa.com
Text: 703-629-6403