



Parent Teacher Association / Asociación de Padres y Maestros
Alvarado Elementary School

PTA FUNDS -- CASH SUBMISSION FORM

Funds must be delivered to the PTA President (Fred Spitz) or
Treasurer (Cynthia Black) in locked black mailbox with this form.
Do not leave cash unattended.

Date: _____

Submitted By: _____

Source of Funds: _____

(example: Membership, Auction, t-shirts, Parent Donations, etc.)

Checks:

Number of Checks: _____ Totaling: \$ _____

Cash:

Number of Ones: _____ Totaling: \$ _____

Number of Fives: _____ Totaling: \$ _____

Number of Tens: _____ Totaling: \$ _____

Number of 20's: _____ Totaling: \$ _____

Number of Other: _____ Totaling: \$ _____

Coins: _____ Totaling: \$ _____

Total Amount: _____

Amount Confirmed By: (2 people must count all cash)

Signature #1: _ Print Name:

Signature #2: _ Print Name:

Thank you for supporting Alvarado's children!

Note: Please do not use cash collected at an event to pay expenses. Pay for expenses separately and submit a PTA Funds – Reimbursement Form.