



## ALSTON RIDGE MS PTSA Funds Received Form

1. Complete this form.
2. Please attach adding machine tape showing all cash and check totals.
3. Contact Treasurer, Kelly Green-Krist at (919) 757-7202 to coordinate deposit verification and pick-up.

Date: \_\_\_\_\_

Income/Fundraising activity: \_\_\_\_\_

Budget Category: \_\_\_\_\_

### FUNDS RECEIVED:

COINS: \$ \_\_\_\_\_

CURRENCY: \$ \_\_\_\_\_

CHECKS: \$ \_\_\_\_\_

TOTAL FUNDS RECEIVED \$ \_\_\_\_\_

The undersigned certify that the funds shown above were received for PTSA activities and properly accounted for in accordance with the Alston Ridge Middle School PTSA policy and are to be credited to the appropriate PTSA account as noted.

Name of Person accepting funds: \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Verifying funds: \_\_\_\_\_ Date \_\_\_\_\_

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### *For Treasurer's use only*

Amount received: \$ \_\_\_\_\_ Initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Date of deposit: \_\_\_\_\_ Category(ies) credited: \_\_\_\_\_