



The Parent Teacher Association / Asociacion de Padres y Maestros

Alvarado Elementary School

PTA FUNDS -- SUBMISSION FORM

Funds must be hand-delivered to the PTA President (Anna Burke or Ines Tisker) or Treasurer (Tom Rainey) with this form. Do not leave cash unattended.

Date: _____

Submitted By: _____

Source of Funds: _____
(example: Membership, Auction, Gift Wrap, Parent Donations, etc.)

Checks:

Number of Checks: _____ Totaling: \$ _____

Cash:

Number of Ones: _____ Totaling: \$ _____

Number of Fives: _____ Totaling: \$ _____

Number of Tens: _____ Totaling: \$ _____

Number of Twenties: _____ Totaling: \$ _____

Number of Other: _____ Totaling: \$ _____

Total Amount: _____

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

Signature #1: _____

Signature #2: _____

Print Name: _____

Print Name: _____

PTA Use Only:
Rec'd By: _____
(AB, IT, or TR)

Thank you for supporting Alvarado's children!

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