



# Summit Lane PTA Remittance Form



USE THIS FORM WHEN SUBMITTING MONEY RECEIVED FROM ALL  
SUMMIT LANE PTA ACTIVITIES.

**ALL MONEY SHOULD BE SUBMITTED TO THE TREASURER WITHIN ONE WEEK  
OF RECEIPT. DO NOT WAIT FOR ALL MONEY TO BE RECEIVED BEFORE  
SUBMITTING TO THE TREASURER.**

**ALL CASH AND CHECKS RECEIVED MUST BE DEPOSITED INTO SUMMIT LANE  
PTA BANK ACCOUNT. DO NOT USE CASH RECEIVED TO PURCHASE ITEMS  
FOR AN EVENT!!!**

Name of Activity: \_\_\_\_\_

Chairperson: \_\_\_\_\_

CASH: \$ \_\_\_\_\_

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

SUBTOTAL: \$ \_\_\_\_\_

**CHECKS:**

# CHECKS \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

# CHECKS \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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TOTAL # CHECKS \_\_\_\_\_ CHECK SUBTOTAL: \$ \_\_\_\_\_

**TOTAL RECEIVED: \$ \_\_\_\_\_**

SIGNATURE (person submitting money): \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*TWO SIGNATURES ARE REQUIRED\***

**Submit 2 copies—one for treasurer and one for your records.**