

ABBHEY LANE ELEMENTARY SCHOOL PTA

REMITTANCE FORM

USE THIS FORM WHEN SUBMITTING MONIES RECEIVED FROM ALL ABBHEY LANE PTA ACTIVITIES. **NO MONIES SHOULD BE HELD OVER TWO WEEKS. DO NOT WAIT FOR ALL MONIES TO BE RECEIVED BEFORE SUBMITTING REMITTANCE FORM.**

SUBMIT TO TREASURER:

- Cash, Coins, and all checks. Make sure all checks are made out to "Abbey Lane PTA".

NAME OF ACTIVITY _____

CASH \$ _____ SUB TOTAL _____
COINS \$ _____ SUB TOTAL _____ TOTAL _____

# CHECKS	_____	@	_____	=	_____	\$1.00	_____
# CHECKS	_____	@	_____	=	_____	\$5.00	_____
# CHECKS	_____	@	_____	=	_____	\$10.00	_____
# CHECKS	_____	@	_____	=	_____	\$20.00	_____
# CHECKS	_____	@	_____	=	_____	\$50.00	_____
# CHECKS	_____	@	_____	=	_____	\$100.00	_____
# CHECKS	_____	@	_____	=	_____		_____
# CHECKS	_____	@	_____	=	_____	TOTAL	_____
# CHECKS	_____	@	_____	=	_____		_____
# CHECKS	_____	@	_____	=	_____		_____

TOTAL # CHECKS _____ SUB TOTAL _____ TOTAL _____

SUBMITTED BY: _____ BOARD POSITION _____

PHONE # _____ DATE _____

**SUBMIT 2 COPIES, ONE FOR
YOUR FILES, ONE FOR
TREASURER**

TREASURER'S INITIALS _____

DATE: _____

DATE OF DEPOSIT: _____