

**CASH/CHECK RECEIPT FORM  
OUES – PTO**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description: \_\_\_\_\_

Project or Budget Category: \_\_\_\_\_

**CASH Collected:**

<u>CASH</u>	<u>QTY</u>	<u>TOTAL</u>
\$20.00	_____	\$ _____
\$10.00	_____	\$ _____
\$ 5.00	_____	\$ _____
\$ 1.00	_____	\$ _____
\$ 0.25	_____	\$ _____
\$ 0.10	_____	\$ _____
\$ 0.05	_____	\$ _____
\$ 0.01	_____	\$ _____
<b>TOTAL CASH</b>		<b>\$ _____</b>

**CHECKS Collected:**

How many checks? \_\_\_\_\_

**TOTAL CHECKS**                      \$ \_\_\_\_\_

**GRAND TOTAL**                      \$ \_\_\_\_\_

Signature: \_\_\_\_\_

PTO Treasurer's Signature: \_\_\_\_\_

**\*PLEASE submit this form with all cash/checks collected to: Tobin Osterberg, PTO  
Treasurer, 1004 Merlot Drive, Southlake 76092. Thank You!**