Highlander Parent Association Cash/Checks Receipts Journal

Instructions: If the receipts being submitted are numerous (i.e. more than 10 items), please itemize in a way that is clear and accurate. A printed calculator tape or spread sheet is helpful. Please roll coins and lump bills in hundreds where applicable. Receipts must be turned in as soon as possible (**3-4 days max.**). Please remember to keep track of who has paid you for this event. The treasurer does not keep track of individual checks deposited. Please sign and indicate the section to which the monies should be budgeted.

Checks:

_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
Odd Lots = $ _____
Total Checks **$**_____

Currency: Bills

$ 1 X _____ = $_____
$ 5 X _____ = $_____
$ 10 X _____ = $_____
$ 20 X _____ = $_____
$ 50 X _____ = $_____
$ 100X_____ = $_____
Total Bills **$**_____

Coins

$0.01X_____ = $_____
$0.05X_____ = $_____
$0.10X_____ = $_____
$0.25X_____ = $_____
$0.50X_____ = $_____
$1.00X_____ = $_____
Total Coins **$**_____

Total Currency **$**_____

Total Checks and Currency **$**_____

_____ _____ _____ _____
Your Signature | Budget Section | Processed by | Date

Highlander Parent Association Cash/Checks Receipts Journal

Instructions: If the receipts being submitted are numerous (i.e. more than 10 items), please itemize in a way that is clear and accurate. A printed calculator tape or spread sheet is helpful. Please roll coins and lump bills in hundreds where applicable. Receipts must be turned in as soon as possible (**3-4 days max.**). Please remember to keep track of who has paid you for this event. The treasurer does not keep track of individual checks deposited. Please sign and indicate the section to which the monies should be budgeted.

Checks:

_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
_____ @ _____ = $ _____
Odd Lots = $ _____
Total Checks **$**_____

Currency: Bills

$ 1 X _____ = $_____
$ 5 X _____ = $_____
$ 10 X _____ = $_____
$ 20 X _____ = $_____
$ 50 X _____ = $_____
$ 100X_____ = $_____
Total Bills **$**_____

Coins

$0.01X_____ = $_____
$0.05X_____ = $_____
$0.10X_____ = $_____
$0.25X_____ = $_____
$0.50X_____ = $_____
$1.00X_____ = $_____
Total Coins **$**_____

Total Currency **$**_____

Total Checks and Currency **$**_____

_____ _____ _____ _____
Your Signature | Budget Section | Processed by | Date