

PCMS PTA TALLY SHEET

Instructions:

1. Fill out and sign both Tally Sheets below.
2. Cut in half and submit one Tally Sheet to the Treasurer along with the money collected and keep one for your Event's records.
3. Always have 2 people count money and sign below.
4. Contact the PTSA Treasurer and promptly deliver funds after event.

PCMS PTA Money Receipt/Tally Sheet
Date: _____
Event: _____
Committee Chair: _____

PCMS PTA Money Receipt/Tally Sheet
Date: _____
Event: _____
Committee Chair: _____

	<u>Qty</u>	<u>Amount</u>
Checks _____	_____	_____
\$100's _____	_____	_____
\$50's _____	_____	_____
\$20's _____	_____	_____
\$10's _____	_____	_____
\$5's _____	_____	_____
\$2's _____	_____	_____
\$1's _____	_____	_____
\$1 coins _____	_____	_____
Quarters _____	_____	_____
Dimes _____	_____	_____
Nickels _____	_____	_____
Pennies _____	_____	_____
 Total _____	_____	_____
Counted by 1 st : _____ (Print Name)		
Counted by 2 nd : _____ (Print Name)		
Date Received by Treasurer: _____		
Treasurer's Signature: _____		

	<u>Qty</u>	<u>Amount</u>
Checks _____	_____	_____
\$100's _____	_____	_____
\$50's _____	_____	_____
\$20's _____	_____	_____
\$10's _____	_____	_____
\$5's _____	_____	_____
\$2's _____	_____	_____
\$1's _____	_____	_____
\$1 coins _____	_____	_____
Quarters _____	_____	_____
Dimes _____	_____	_____
Nickels _____	_____	_____
Pennies _____	_____	_____
 Total _____	_____	_____
Counted by 1 st : _____ (Print Name)		
Counted by 2 nd : _____ (Print Name)		
Date Received by Treasurer: _____		
Treasurer's Signature: _____		