PTA/PTSA Event Tally Sheet

Name of Event_____ Date _____

CHECK	AMOUNT
SUBTOTAL:	

CURRENCY	AMOUNT
$100	
$50	
$20	
$10	
$5	
$2	
$1	
SUBTOTAL:	

COIN	AMOUNT
Half Dollars	
Quarters	
Dimes	
Nickels	
Pennies	
SUBTOTAL:	

MONEY ORDER	AMOUNT
SUBTOTAL:	

CHECK TOTAL	
M/O TOTAL	
CURRENCY TOTAL	
COIN TOTAL	
GRAND TOTAL	

Two people count all moneys and record. Both people sign this form, and the person keeping the funds initials the Possession line. Each person receives a copy of this form. Give to Treasurer or deposit in bank ASAP.

Signature 1 _____ Possession _____

Signature 2 _____ Possession _____

Release of Funds

Amount _____

Received by _____ Date _____

Received by _____ Date _____

Compliments of Michigan PTSA