

Transfer (Deposit) of Funds into Moose Hill PTA Treasury

Committee/Function Name: _____ Date: _____

Description:

Please give a brief description of what these funds represent. Ex: membership dues, XYZ fundraiser, etc)

Coins: \$ _____

Cash: \$ _____

Checks: \$ _____

Total Amounts (Cash + Coins + Checks) being transferred to Treasury: \$ _____

Chairperson Signature: _____

2nd Signature: _____

Treasurer's Signature: _____ Date: _____

(Treasurer's signature indicates acceptance of funds. This form is to be retained and filed by Treasurer.)

This form must be completed to document the transfer of funds (deposit) between PTA Committees and the PTA Treasury.