

POB Middle School PTA – Remittance Form

Please use this form for funds collected from PTA activities

Instructions:

- All funds collected from a PTA activity must be **personally** submitted to the Treasurer **within 48 hours** from the close of the fundraising event and **must be** accompanied by a completed “Remittance Form”.
- A receipt will be given to the PTA member who presents cash/checks to the Treasurer for deposit. The cash/checks will be counted under dual control.
- All cash for deposit needs to be bundled by \$1s, \$5s, \$10s, and \$20s and the coins need to be rolled before submitting to the treasurer (example \$123.15 = 5-\$20s, 1-\$10, 2-\$5s, 3-\$1s and 15 cents). **Please Note: This Needs To Be Done By The Person Submitting The Deposit To The Treasurer, Not By The Treasurer.**
- Complete this deposit form in its entirety. Please keep a copy of this form for your records.

Date: _____ Deposit Total \$ _____

Submitted by: _____ Phone Number: _____

PTA Event: _____

	Dollars	Cents
Checks		
Coin		
Cash		
\$1.00 x _____ =		
\$5.00 x _____ =		
\$10.00 x _____ =		
\$20.00 x _____ =		
\$50.00 x _____ =		
\$100.00 x _____ =		
TOTAL DEPOSIT		

Should you have any questions, please contact Karina Merseburg at (516) 935-1467 or E-Mail – karinamerseburg@verizon.net

Thank you for your cooperation.

Sincerely,
Karina Merseburg
POBMS PTA Treasurer