

# EXPENSE FORM

\_\_\_\_\_ \$ \_\_\_\_\_  
Date Total Amount

Requested by: \_\_\_\_\_

Choose One:

Debit Card Purchase (Do not reimburse)

OR

Check Payable to: \_\_\_\_\_

Attach all receipts to the **back**  
on **this side** of the page.



**1. Itemized Expenses:** Itemize each receipt with amount, store name, and budget line item or purpose/use.

| <i>Amount</i> | <i>Receipt's Store Name</i> | <i>Budget Line Item</i> |
|---------------|-----------------------------|-------------------------|
| _____         | _____                       | _____                   |
| _____         | _____                       | _____                   |
| _____         | _____                       | _____                   |
| _____         | _____                       | _____                   |
| _____         | _____                       | _____                   |
| _____         | _____                       | _____                   |

**2. Budget Line Item Totals:** Note the total amount for each budget line item from the above expenses.

| <i>Amount</i> | <i>Budget Line Item</i> |
|---------------|-------------------------|
| _____         | _____                   |
| _____         | _____                   |
| _____         | _____                   |
| _____         | _____                   |
| _____         | _____                   |

**3. Grand Total for Check Reimbursement:** \_\_\_\_\_

**4. Deliver check to:** \_\_\_\_\_

**Mail Check to:** \_\_\_\_\_

**Certification:** The expenses listed are authorized PTA expenses.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

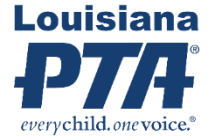
## FOR TREASURER'S USE ONLY

\_\_\_\_\_ \$ \_\_\_\_\_  
Date Disbursed Check # Amount

Note

- Receipts Attached
- Entered in Accounting Software/Ledger

# DEPOSIT FORM



Name \_\_\_\_\_ Date \_\_\_\_\_

Name on Check                      Check #                      Amount

|    |       |       |
|----|-------|-------|
| 1  | _____ | _____ |
| 2  | _____ | _____ |
| 3  | _____ | _____ |
| 4  | _____ | _____ |
| 5  | _____ | _____ |
| 6  | _____ | _____ |
| 7  | _____ | _____ |
| 8  | _____ | _____ |
| 9  | _____ | _____ |
| 10 | _____ | _____ |
| 11 | _____ | _____ |
| 12 | _____ | _____ |
| 13 | _____ | _____ |
| 14 | _____ | _____ |
| 15 | _____ | _____ |
| 16 | _____ | _____ |
| 17 | _____ | _____ |
| 18 | _____ | _____ |
| 19 | _____ | _____ |
| 20 | _____ | _____ |
| 21 | _____ | _____ |
| 22 | _____ | _____ |
| 23 | _____ | _____ |
| 24 | _____ | _____ |
| 25 | _____ | _____ |
| 26 | _____ | _____ |
| 27 | _____ | _____ |
| 28 | _____ | _____ |
| 29 | _____ | _____ |
| 30 | _____ | _____ |
| 31 | _____ | _____ |
| 32 | _____ | _____ |
| 33 | _____ | _____ |
| 34 | _____ | _____ |
| 35 | _____ | _____ |
| 36 | _____ | _____ |
| 37 | _____ | _____ |
| 38 | _____ | _____ |

### Cash Summary:

\$1 X = \_\_\_\_\_  
 \$2 X = \_\_\_\_\_  
 \$5 X = \_\_\_\_\_  
 \$10 X = \_\_\_\_\_  
 \$20 X = \_\_\_\_\_  
 \$50 X = \_\_\_\_\_  
 \$100 X = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

### Coin Summary:

1¢ X = \_\_\_\_\_  
 5¢ X = \_\_\_\_\_  
 10¢ X = \_\_\_\_\_  
 25¢ X = \_\_\_\_\_  
 50¢ X = \_\_\_\_\_  
 1.00¢ X = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

Total # of Checks: \_\_\_\_\_  
 Count the actual checks to catch any overlooked checks.

|                                    |                  |
|------------------------------------|------------------|
| <b>Deposit Totals</b>              |                  |
| Checks: \$                         | _____            |
| Cash: \$                           | _____            |
| Coins: \$                          | _____            |
| <b>Total: \$</b>                   | _____            |
| <u>Budget Items to be Credited</u> | <u>\$ Amount</u> |
| _____                              | _____            |
| _____                              | _____            |
| _____                              | _____            |
| _____                              | _____            |
| _____                              | _____            |

|   |
|---|
| _____<br>Executive Board Member Signature   |
| _____<br>Second Signature for Cash Deposits |

|  |               |
|--|---------------|
| <b>For Treasurer's Use Only</b>                                  |               |
| Dep Date: _____  | Amount: _____ |
| <input type="checkbox"/> Entered Into Ledger/Accounting Software |               |