



Check Income Summary Receipt

Record and submit all checks to the CW PTA Treasurer

Date: _____

Program: _____ = \$ _____

Split Detail: _____ = \$ _____

_____ = \$ _____

	<u>Check #</u>	<u>Amount</u>
Check 1	_____	\$ _____
Check 2	_____	\$ _____
Check 3	_____	\$ _____
Check 4	_____	\$ _____
Check 5	_____	\$ _____
Check 6	_____	\$ _____
Check 7	_____	\$ _____
Check 8	_____	\$ _____
Check 9	_____	\$ _____
Check 10	_____	\$ _____
Check 11	_____	\$ _____
Check 12	_____	\$ _____
Check 13	_____	\$ _____
Check 14	_____	\$ _____
Check 15	_____	\$ _____

Grand Total: \$ _____

Multiple checks must be totaled twice with an Excel spreadsheet or adding machine tapes attached to this form.

All checks must be copied. Attach checks and copies of checks to this form.

Counted by:

Signature #1 _____

Signature #2 _____

Please keep a copy of the Income Summary. It serves as your receipt for your records.



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