

PTO ACCOUNTS RECEIVABLE FORM

This form must be completed and accompany any cash, checks, iPads/Squares turned into the PTO Treasurer for deposit.

Date: _____

Event: _____

Description: _____

Total Bills: \$ _____

Total Change: \$ _____

Total Checks: \$ _____

Total: \$ _____

Less Cash Box Start-Up: \$ _____

Total Amount Received: \$ _____

Number of iPads/Squares being returned: _____

Deposit Received From:

Name: _____

Phone Number: _____

Email: _____

Please drop off the items with this completed form to the Winkelman office or District 31 office and contact Mindy Dapin at mindy@colcher.com to make arrangements for pick up. Deposits will not be accepted without this completed form. Thank you!