

John G. Dinkelmeyer PTA

everychild. onevoice.

2100 Waltoffer Avenue, North Bellmore, New York 11710-1034



REMITTANCE FORM

USE THIS FORM WHEN SUBMITTING MONIES RECEIVED FROM ALL DINKELMEYER PTA ACTIVITIES. **USE BLUE OR BLACK INK ONLY.** ALL MONIES MUST BE COUNTED AND VERIFIED BY TWO PTA MEMBERS; AT LEAST ONE MUST BE THE EVENT CHAIRPERSON OR AN OFFICER. THE TWO PTA MEMBERS CAN NOT BE RELATED BY BLOOD, MARRIAGE, OR LIVING IN THE SAME HOUSEHOLD. NO MONIES SHOULD BE HELD OVER TWO WEEKS. DO NOT WAIT FOR ALL MONIES TO BE RECEIVED BEFORE SUBMITTING. MAKE SURE TO SUBMIT A SEPARATE REMITTANCE FORM FOR GIVEBACKS SECTION ONLY.

PLEASE CONTACT THE PTA TREASURER FOR SUBMISSION: JGDPTATreasurer@gmail.com

SUBMIT TO TREASURER: 1. Completed Remittance Form 2. Cash, Coins and all Checks 3. Make sure all checks are made out to Dinkelmeyer PTA

1. REMITTANCE TYPE (check one or enter 'x') AND ENTER THE NAME OF ACTIVITY:

<input type="checkbox"/>	FUNDRAISER	<input type="checkbox"/>	OTHER _____	NAME OF ACTIVITY _____
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<input type="checkbox"/>	MEMBERSHIP DUES	<input type="checkbox"/>	# of STANDARD DUES	<input type="checkbox"/>	# of ADDITIONAL MEMBER DUES
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2. COUNTED BY TWO PTA MEMBERS:

Name	Signature	Email	Date
1)			
2)			

3. COUNT CASH AND COINS PROCEEDS:

Quantity		Bills		Total		Quantity		Coins		Total	
	X	\$1.00	=				X	\$0.01	=		
	X	\$5.00	=				X	\$0.05	=		
	X	\$10.00	=				X	\$0.10	=		
	X	\$20.00	=				X	\$0.25	=		
	X	\$50.00	=				X	\$0.50	=		
	X	\$100.00	=				X	\$1.00	=		
TOTAL CURRENCY					\$	TOTAL COINS					\$

4. TOTAL CHECKS:

# of Checks		Amount		Total		# of Checks		Amount		Total		# of Checks		Amount		Total
	@		=				@		=				@		=	
	@		=				@		=				@		=	
	@		=				@		=				@		=	
	@		=				@		=				@		=	
TOTAL CHECKS												\$				

5. TOTAL FROM GIVEBACKS or OTHER _____ :

Quantity		Price per Quantity		Total		Quantity		Price per Quantity		Total
	X		=				X		=	
	X		=				X		=	
TOTAL FROM GIVEBACKS or OTHER										\$

6. TOTAL AMOUNT SUBMITTED:

Cash and Coins Total	Checks Total	Total	Givebacks Total	Other Total	Grand Total
	+	=	+	+	=

7. SUBMITTER SIGNATURE _____	PHONE NUMBER _____	DATE _____
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TREASURER USE ONLY

Amount Received \$ _____ Date Received _____ Date Deposited _____
 Approved in Annual Budget _____ Date Budget Approved _____ Budget Category _____
 PTA President Signature _____ **OR** PTA Recording Secretary Signature _____
 PTA Treasurer Signature _____