



stratfordroadpta@hotmail.com

www.stratfordroadpta.com

District website: www.pobschools.org

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## REMITTANCE FORM

**Instructions:** Please use this form when submitting monies received from any event. You must count the money prior to submitting it to the treasurer. The treasurer or her designee will count the money again when the form is submitted to validate your original count. **Please do not leave any money in the Treasurer's mailbox. Funds must be remitted in person.**

**Submit to Treasurer:**

1. The original form
2. Itemized list of checks and cash submitted

**Maintain for your files:** 1. Copy of remittance sheet submitted to Treasurer

Please submit all checks and/or cash as soon as possible. No money should be held for more than 2 wks

**Name of Activity:** \_\_\_\_\_

<b>Number of Checks:</b> _____	<b>Total Amount (\$) in Checks:</b> _____
	<b>Total Amount (\$) in Cash:</b> _____
	<b>Total \$ Enclosed:</b> _____

**Receipts from:** (Please give a brief description of the activity that generated the funds submitted.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

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I have received \$ \_\_\_\_\_ in total from \_\_\_\_\_ for  
\_\_\_\_\_ on \_\_\_\_\_ (date).

Lisa Lieberman,

Treasurer