

West Woods Elementary PTSA Cash Box Inventory Form

Event: _____ Date: _____

Committee Chairperson: _____

Starting Inventory

Date: _____

Total amount of cash: _____

Total amount of coin: _____

Total starting inventory: _____

Signature of 1st PTSA Member

Signature of 2nd PTSA Member

Ending Inventory

Date: _____

Total amount of cash: _____

Total amount of coin: _____

Total ending inventory: _____

Signature of PTSA Executive Board Member

Signature of 2nd PTSA Member

Treasurer Verification:

Total amount of cash: _____

Total amount of coin: _____

Total amount to be deposited: _____

Treasurer Signature

Date deposited to bank account: _____