

Funds Received Request Form 2025-2026 School Year

If you are turning in funds to be deposited into the PTA bank account, please submit this form along with the cash/checks/credit card receipts to the Treasurer or the school office lockbox. The form should be signed by two people who counted the money together.

Date Submitted: _____ Submitted By: _____

Committee: _____ Event: _____

Amount to be Deposited:

Cash \$ _____

Checks \$ _____

Credit Card Charges \$ _____

Total Amount Submitted \$ _____

Verification:

The undersigned certify that these funds were received properly and accounted for.

Signature: _____

Signature: _____

FOR TREASURER:

Amount Received: _____

Date Received: _____

Date Deposited: _____

Treasurer's Signature: _____

Please contact the PTA Treasurer with any questions at: treasurer@brookwoodparents.com.