



NEW YORK STATE CONGRESS OF PARENTS AND TEACHERS, INC.®

# REMITTANCE FORM

OFFICE USE	
Date Rec'd	_____
Date Deposited	_____
Deposit #	_____
Categories	Amt _____
	Amt _____
	Amt _____

USE THIS FORM WHEN SUBMITTING MONIES RECEIVED FROM ALL NASSAU REGION PTA ACTIVITIES. NO MONIES SHOULD BE HELD OVER TWO WEEKS. DO NOT WAIT FOR ALL MONIES TO BE RECEIVED BEFORE SUBMITTING REMITTANCE FORM.

### SUBMIT TO TREASURER:

- Entire form – Pink is your file copy after form is initialed by Treasurer
- Cash, Coins and all checks. Make sure all checks are made out to Nassau Region PTA. All unit/council checks must have 2 signatures and be properly dated with correct written amount

NAME OF ACTIVITY \_\_\_\_\_

CASH \$ \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

COIN \$ \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

# CHECKS \_\_\_\_\_

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TOTAL # CHECKS \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

BOARD POSITION \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE \_\_\_\_\_

SUBMIT: WHITE, YELLOW AND PINK

TREASURER'S INITIALS \_\_\_\_\_

DATE: \_\_\_\_\_