

Randolph Middle School PTO - Funds Received

Date: _____

Total for Event: _____

Event/Activity : _____

Budget Category (if known): _____

Coins _____

Currency _____

Checks _____

Electronic Deposit _____

TOTAL _____

**All cash MUST be counted by
two unrelated adults.**

The undersigned certify that the above funds were received for PTO activities and accounted for properly.

Print Name

Print Name*

Signature

Signature*

**A second signature is required when there are cash receipts*

For Treasurer Use Only: Date Deposited _____

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