



# PIN OAK MIDDLE SCHOOL PTO

4601 Glenmont □ Bellaire, TX 77401 □ Phone: 713.295.6500 □ Fax: 713.295.6511

## PIN OAK MIDDLE SCHOOL – PTO Summary of Funds Received Form

Date of event: \_\_\_\_\_ Name of event: \_\_\_\_\_

Depositor's Name: \_\_\_\_\_ Date Funds Deposited: \_\_\_\_\_

Depositor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Counter #1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Counter #1's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Counter #2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Counter #2's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_

Credit Card \$ \_\_\_\_\_ **TOTAL \$:** \_\_\_\_\_

**Please check the appropriate category below.**

<u>GENERAL</u>	<u>SCHOOL STORE</u>	<u>CONTRIBUTIONS</u>
<input type="checkbox"/> 8 <sup>TH</sup> GRADE ACTIVITIES \$ _____	<input type="checkbox"/> SCHOOL STORE: DAILY \$ _____	<input type="checkbox"/> PAVERS \$ _____
<input type="checkbox"/> MIXED BAG \$ _____	<input type="checkbox"/> SCHOOL STORE: NSO \$ _____	<input type="checkbox"/> BOX TOP or <input type="checkbox"/> RETAIL NAME \$ _____
<input type="checkbox"/> SCHOOL DIRECTORY \$ _____	<input type="checkbox"/> SCHOOL STORE: CHARGER CAMP \$ _____	<input type="checkbox"/> INDIVIDUAL or <input type="checkbox"/> BUSINESS CONTRIBUTIONS \$ _____
<input type="checkbox"/> CHARGER FEST \$ _____	<b><u>OTHER</u></b>	<input type="checkbox"/> <b><u>MEMBERSHIP</u></b> \$ _____
<input type="checkbox"/> PIN OAK IDOL \$ _____	<input type="checkbox"/> BOOK FAIR \$ _____	<input type="checkbox"/> OTHER (DESCRIBE): _____ \$ _____
	<input type="checkbox"/> AUCTION \$ _____	

**ADDITIONAL INFORMATION FOR CREDIT CARDS:**

Use the Income categories above to note appropriate account.

Attach Credit Card "transmittal report" and "credit card" receipts to this Summary.

Note: The date should reflect the date that the report was run.

**Complete separate deposit form for credit cards. (If you have cash/check complete a separate deposit form)**

**ADDITIONAL INFORMATION FOR CHECKS: (Please staple copies of checks to the deposit envelope or form)**

If possible list the Child's name and House on the Memo section of each check.

If possible obtain Driver's License Number and list on top of check.

**NOTE IF YOU NEED TO KEEP RECORDS FOR YOUR OWN COMMITTEE:**

THE BUDGET & FINANCE'S REPORT MAY NOT REFLECT THE COMMITTEE'S REPORT