



# CUTHBERTSON MIDDLE SCHOOL **PTSO**

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## EVENT REMITTANCE FORM

Date Remitted:	Chair Person(s):	Phone Number:
		Email:

Event/Activity:

Credit Card Number of Transactions:	Date Settled:	Amount Settled (A) \$
Batch Number:	Other Reference:	
Batch Approval:		

CHECKS		CASH		
Check Numbers	Amount	Denomination	Quantity	Amount
1	\$	\$100.00		\$
2		\$50.00		
3		\$20.00		
4		\$10.00		
5		\$5.00		
6		\$1.00		
7		\$0.50		
8		\$0.25		
9		\$0.10		
10		\$0.05		
Carry Over from Back <sup>(1)</sup>		\$0.01		
<b>Total Checks (B)</b>	\$	<b>Total Cash (C)</b>		\$
		<b>GRAND TOTAL (A+B+C)</b>		\$

**For Treasurer's Use Only:**

Amount Received:	Date Received: ____/____/____	Date Deposited: ____/____/____	Booked: ____/____/____
Comments:		Reference no.:	

Note: 1. Total checks itemized from the back of the form if endorsing more than 10 checks

**Endorser's Copy**

Amount Received:	Date Received: ____/____/____	Received by: Name:
Comments:		Signature: