

Frances Hazel Reid Elementary PTA

PayPal Sales Record Form

For the year ending June 30, 2018

<i>(For PTA Treasurer's Use only)</i>	
Date received:	_____
Date cleared:	_____
QB Entered:	_____
Amount:	_____

Please attach any supporting paperwork to this form.

Please do not record fees from PayPal; the treasurer will enter them in later. Only record full amounts of transactions.

Date: _____

Event: _____

Event Date: _____

Itemized Deposit Information: *(enter information by type, i.e. "Membership Dues", "Membership Donations", etc)*

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

Total Amount Deposited: \$

Deposit Recorded by:

Name: _____

Phone: _____ Email address: _____