



**PTG
CHECK RECEIPT
TURNOVER FORM**

CHAIRPERSON

EVENT NAME

EVENT DATE

NUMBER OF CHECKS

**TOTAL (\$) AMOUNT
OF CHECKS**

Please place checks in a sealed envelope and deliver it to
Lisa Davis (bookkeeper, South Campus).

Please do not send cash.

Deposit any cash directly into PTG account at the bank.
(Obtain deposit information from PTG Treasurer.)

CHAIRPERSON SIGNATURE

DATE

VERIFICATION SIGNATURE

(office use only)

DATE

Questions? Contact hfrsptgtreas@gmail.com

