### SAMPLE - COMMITTEE RECORDKEEPING SPREADSHEETS

#### **PAW Print Advertising**

School Year: 2012/13

| Date      | Company Name | Check #   | Amount       | Duration |
|-----------|--------------|---|--------------|----------|
| 8/20/2012 | Safeway      | 100123  | \$<br>250.00 | All Year |
| 8/24/2012 | Target       | 8123569   | \$<br>250.00 | All Year |
| 8/27/2012 | Nob Hill     | 3213895-14  | \$<br>50.00  | Nov, Dec |
|           |              |   |              |          |
|           |              | Charles Drawn Street, |              |          |

#### Directory

School Year: 2012/13

| Date Parent's Name   |                     | Student's Name | Cash / Check # | A  | Amount |  |  |
|--|---------------------|----------------|----------------|----|--------|--|--|
| 8/16/2012  | Joe & Beth Smith    | Tom, Steve     | Cash           | \$ | 4.00   |  |  |
| 8/22/2012  | John & Joan Johnson | Ava            | 1201           | \$ | 4.00   |  |  |
| 8/23/2012  | Carol Thompson      | Cindy          | 5677           | \$ | 4.00   |  |  |
|  |                     |                |                |    |        |  |  |
| regioning georgeography growing companies assessors of hell with called assess |                     |                |                |    |        |  |  |

#### Spirit Wear

| *************************************** |               |                |                        | musik merendek seri |       |                | Amount      |
|---|---------------|----------------|------------------------|---------------------|-------|----------------|-------------|
| Date                                    | Parent's Name | Student's Name | Items Ordered          |                     | Price | Cash / Check # | Received    |
| 8/16/2012                               | Bob Dunne     | Dave Dunne     | 1 - M Youth Sweatshirt | \$                  | 25.00 | Cash           | \$<br>35.00 |
|   |               |                | 1 - XL Adult Tshirt    | \$                  | 10.00 |                |             |
| 8/17/2012                               | Steve Cochran | Emma Cochran   | 2 - L Youth Tshirts    | \$                  | 20.00 | 1001           | \$<br>30.00 |
|   |               | Pete Cochran   | 1 - L Adult Tshirt     | \$                  | 10.00 |                |             |
|   |               |                |                        |                     |       |                |             |
|   |               |                |                        |                     |       |                | <br>        |

| UnionBank  | DEPOSIT DATE/                        | CASH •                  |
|--|--------------------------------------|-------------------------|
| Paradise Val   | ley Machado HSt                      | TOTAL FROM REVERSE SIDE |
| SIGN IN PRESENCE OF TELLER FOR LESS CASH   |                                      | SUB TOTAL *LESS CASH    |
| Funds from deposits may not be available for immedi<br>refer to your institution's rules governing funds available | ate withdrawal. Please ACCOUNT NUMBE | RECEIVED                |
| 100 (Rev.  | #                                    | \$                      |
| 08100  |                                      |                         |

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## Paradise Valley Home and School Association

# **Check Request Form**

| Date:                      |   |  | 6                                    |   |   |   |
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| (Address, Phone, or Email) | ense access entense on or consentant private  |  | опомпьют меня Манкору», — выворажной | odecomographym o flurio o residencing i ripi serim mersuch kept | y autony manara-amin'ny faritan'i Ara-de-de-de-de-de-de-de-de-de-de-de-de-de- | y mygyddol ei ama'r chrwediol (feu ârfan chancy Melle)          |
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| Charge to Account / Event  | t:  |  |                                      |   |   |   |