

**SAMPLE - COMMITTEE RECORDKEEPING SPREADSHEETS**

**PAW Print Advertising**

School Year: 2012/13

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

**Directory**

School Year: 2012/13

| Date      | Parent's Name       | Student's Name | Cash / Check # | 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 |
|           |                     |                |                |         |
|           |                     |                |                |         |

**Spirit Wear**

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



DEPOSIT

DATE/

CASH ▶

TOTAL FROM REVERSE SIDE ▶

SUB TOTAL ▶

LESS CASH RECEIVED ▶

FORM 08100 (Rev. 07/2009) M4631 13354416

CUSTOMER NAME(S) (Print) Paradise Valley Machado HSA

SIGN IN PRESENCE OF TELLER FOR LESS CASH

Funds from deposits may not be available for immediate withdrawal. Please refer to your institution's rules governing funds availability for details.

ACCOUNT NUMBER

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\$

092431

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**Paradise Valley Home and School Association**

**Check Request Form**

**Date:**

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**Check Amount:**

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**Payable to:**

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**Contact Information:**  
(Address, Phone, or Email)

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**Charge to Account / Event:**

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