

Lander Elementary School PTG

1714 Lander Road, Mayfield Heights, Ohio 44124

Committee Tracking Form

Committee: _____ Date _____

Total Received \$ _____ (Cash \$ _____ Direct Deposit/
Checks \$ _____)

Expenses: \$ _____

Profit: \$ _____

Please follow these instructions:

- Fill out the Total Amount Received from Fundraiser/Event
- Fill out total Expenses and include all of your receipts. We do not reimburse tax.
- Please make sure your *event* name is on the “Memo” portion of each check as well as *Student Name & Teacher*.
- Return completed form and documentation along with checks/cash and receipts to the Lander Elementary School office in an envelope marked “**PTG –Brittany Smerke and your event name.**”
- If you have questions please contact Brittany Smerke at 440-384-5828 or brittanysmerke@gmail.com.

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(For Use By Treasurer Only)

Date Received: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_