GLEN CREST PTC

EVENT INCOME TURN-IN FORM

2018-2019

Thank you for lending your time and assistance to the Glen Crest PTC!

Please submit checks or cash within THREE DAYS of the close of your event (in which a cash box was not used):

1. **Review all checks** to be sure that they are **payable to Glen Crest PTC**, for the **correct amount** and **signed**.

2. **Complete the form** below.

3. **Place form with checks and cash in an envelope** addressed to PTC Treasurer and give to Glen Crest Main Office staff - ask them to please drop it in the PTC Treasurer's mailbox.

Please don't hesitate to contact me with any questions or concerns at 630-432-3657 or on email at christie_mcguinn@yahoo.com.

Thank you,
Christie McGuinn
Glen Crest PTC Treasurer

Person(s) submitting:_____

Telephone:_____

Event:_____

Total Amount:_____