

Deposit Form

All PTA Members handling funds need to complete this form. Turn in to the TREASURER WITH ALL CASH/CHECKS for deposit. TWO PTA members must count & verify all deposits.

Chairperson(s): _____ Date: _____

Event / Committee: _____ Phone: _____

COINS:	BILLS:	CHECK AMOUNTS:	CHECK #:
Pennies: \$	Ones: \$	(1) \$	#
Nickels: \$	Fives: \$	(2) \$	#
Dimes: \$	Tens: \$	(3) \$	#
Quarters: \$	Twenties: \$	(4) \$	#
Half Dollars: \$	Fifties: \$	(5) \$	#
Dollars: \$	Hundreds: \$	(6) \$	#

If more room is needed to list checks, continue listing on back of form →

TOTAL COIN:	TOTAL BILLS:	TOTAL CHECKS:	# OF CHECKS:
\$	\$	\$	#

TOTAL DEPOSIT: \$ _____

Counter #1: _____ Phone: _____

Counter #2: _____ Phone: _____

Comments: _____

----- **FOR TREASURER'S USE ONLY** -----

Event / Committee: _____ Date: _____

Total Amount Received: \$ _____ Deposit Date: _____

Cash: \$ _____ Checks: \$ _____ # of Checks: _____

Treasurer's Signature: _____ Phone: _____

Comments: _____

Additional checks continued:

CHECK AMOUNTS:	CHECK #:
(7) \$	#
(8) \$	#
(9) \$	#
(10) \$	#
(11) \$	#
(12) \$	#
(13) \$	#
(14) \$	#
(15) \$	#
(16) \$	#
(17) \$	#
(18) \$	#
(19) \$	#
(20) \$	#
(21) \$	#
(22) \$	#
(23) \$	#
(24) \$	#
(25) \$	#