

Deposit Form

Please complete this form when submitting for deposit, money from PTA events or sales. **At least two (2) people are required to count all PTA funds received and sign this deposit form.** Submit this form with all money received to the PTA Treasurer as soon as possible following the conclusion of the event or sale. The PTA Treasurer must verify and provide a receipt for all money received. If the PTA Treasurer is not available, the PTA President is authorized to handle the transaction.

Date Submitted: ____/____/____

Submitted By (Print Name): _____

Phone #: _____ Email: _____

Committee/Event: _____

Reason for Deposit: _____

CHECKS # of Checks: _____ Total Checks: \$ _____

Use the next page(s) of this form to itemize all checks, and transfer your totals above.

CASH Total Cash: \$ _____

Write the Total from table below on Total Cash line above.

Type of Bill	#	\$ Amount
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$1.00		
Coins		
Total		

TOTAL DEPOSIT: \$ _____

Write the sum of the Total Checks and the Total Cash on the TOTAL DEPOSIT line above.

Counter 1 Signature: _____ Date: ____/____/____

Counter 2 Signature: _____ Date: ____/____/____

For Treasurer's Use Only

Received by Treasurer: _____ Date Received: ____/____/____

Date Deposited: ____/____/____

	Last Name	Check #	Amount
1			\$.
2			\$.
3			\$.
4			\$.
5			\$.
6			\$.
7			\$.
8			\$.
9			\$.
10			\$.
11			\$.
12			\$.
13			\$.
14			\$.
15			\$.
16			\$.
17			\$.
18			\$.
19			\$.
20			\$.
21			\$.
22			\$.
23			\$.
24			\$.
25			\$.
26			\$.
27			\$.
28			\$.
29			\$.
30			\$.
31			\$.
32			\$.
33			\$.
34			\$.
35			\$.
36			\$.
37			\$.
38			\$.
39			\$.
40			\$.

of Checks: _____

	Last Name	Check #	Amount
41			\$.
42			\$.
43			\$.
44			\$.
45			\$.
46			\$.
47			\$.
48			\$.
49			\$.
50			\$.
51			\$.
52			\$.
53			\$.
54			\$.
55			\$.
56			\$.
57			\$.
58			\$.
59			\$.
60			\$.
61			\$.
62			\$.
63			\$.
64			\$.
65			\$.
66			\$.
67			\$.
68			\$.
69			\$.
70			\$.
71			\$.
72			\$.
73			\$.
74			\$.
75			\$.
76			\$.
77			\$.
78			\$.
79			\$.
80			\$.

Total Checks: \$_____

