



CHECKS/CASH FOR DEPOSIT

Date: _____ Amount Enclosed: _____

Funds collected by: _____ Phone: _____

Committee/Event/Budget _____

Account: _____

Specific Purpose of _____

Funds: _____

FUNDS MUST BE COUNTED PRIOR TO DEPOSIT WITH TREASURER'S OFFICE

CASH	QUANTITY	AMOUNT \$	TOTAL
\$100s	x	=	
\$50s	x	=	
\$20s	x	=	
\$10s	x	=	
\$5s	x	=	
\$1s	x	=	
Coins	n/a	=	
	TOTAL CASH	\$	

CHECKS \$ AMOUNT	QUANTITY	AMOUNT \$	TOTAL
	x	=	
	x	=	
	x	=	
	x	=	
	x	=	
	x	=	
	x	=	
	TOTAL CHECKS	\$	
<i>Example:</i>			
<i>\$150</i>	<i>x3</i>	<i>\$450</i>	
<i>\$100</i>	<i>x2</i>	<i>\$200</i>	
	TOTAL CHECKS	\$650	

Funds counted by: _____

- Please attach money to be deposited in a sealed envelope.
- Funds for deposit and completed form should be placed in the safe to the left of the PTA Treasurer's Box. Insert into the slot at the top of the safe. Please use more than one envelope, if necessary.

Thank you, PTA Finance

For Treasurer's Use Only

Verified by: _____ Date Deposited: _____

Account Name: _____ Account Number: _____