

# PTA DEPOSIT FORM



Event: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Form submitted by (if different than Event Chairperson): \_\_\_\_\_

**CHECKS** # of checks \_\_\_\_\_ Total Checks \$ \_\_\_\_\_

Use reverse side of form to itemize all checks, and transfer your totals above.

**CASH** Total Cash \$ \_\_\_\_\_

Write the sum of the Total Bills and the Total Coins in the Total Cash line above.

Type of Bill	#	Amount
\$100.00		\$ .
\$50.00		\$ .
\$20.00		\$ .
\$10.00		\$ .
\$5.00		\$ .
\$2.00		\$ .
\$1.00		\$ .
<b>TOTAL</b>		<b>\$ .</b>

Type of Coin	#	Amount
Dollar		\$ .
Half-dollar		\$ .
Quarter		\$ .
Dime		\$ .
Nickel		\$ .
Penny		\$ .
<b>TOTAL</b>		<b>\$ .</b>

**TOTAL DEPOSIT** Total Deposit \$ \_\_\_\_\_

Write the sum of the Total Checks and the Total Cash in the Total Deposit line above.

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

- PTA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One of these must be a PTA Board Member, but not necessarily the Chairperson of the event. Each counter and the event chairperson should retain a copy of this signed form for his/her records.
- If time permits, please write the last name of both the student and his/her homeroom teacher on checks as you receive them. This assists both the Treasurer and the event Chairperson when a follow-up is needed.
- At no time should PTA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored at the school until it can be transferred into the Treasurer's custody.
- **The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.**

	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 \$ \_\_\_\_\_