

## PTA Deposit Form

Committee/Event: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Verified: \_\_\_\_\_

(2 signers please) \_\_\_\_\_

- Submit item(s) to be deposited and this completed form along with any accompanying documentation if any (such as check stub, letter of payment, etc.) to the Treasurer.
- A copy of this form and any accompanying documentation must be filed in the appropriate committee section in the Treasurer's records.

Item	Quantity	Total Amount
Rolled coins		
Ones		
Fives		
Tens		
Twentys		
Fiftys/Hundreds		
TOTAL CASH		
TOTAL CHECKS		
GRAND TOTAL DEPOSIT		

### Treasurer's Use Only

Deposit date \_\_\_\_\_ Trans. ID \_\_\_\_\_

Amount \$ \_\_\_\_\_

Mthly Statement/Check Cleared: \_\_\_\_\_

Budget updated: \_\_\_\_\_