

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		\$.
TOTAL		\$.

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

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 \$ _____