

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:		
One's:		
Five's		
Ten's		
Twenty's		
Fifty's/Hundred's		
TOTAL CASH:		
TOTAL CHECKS		
GRAND TOTAL DEPOSIT		

Treasurer's Use Only

Deposit date _____ Trans. ID _____

Amount \$ _____

Mthly Statement/Check Cleared: _____

Budget updated: _____