

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 \$ _____