

PTA Deposit Form

Kindly complete this form when submitting funds for deposit from the PTA events or donations.

Submit the completed form and cash/checks in an envelope or money bag to the PTA Treasurer within 5 days of the event.

At least two Board members are to count cash funds received in excess of \$500 and sign the form.

Name: _____

Phone #: _____ **Email:** _____

Event or Committee Making the Deposit: _____

	Total Number:	Total Amount:
Checks		
Bills:		
\$ 100.00		
\$ 50.00		
\$ 20.00		
\$ 10.00		
\$ 5.00		
\$ 1.00		
Coins		
PayPal/Venmo		

Deposit Grand Total:

\$

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

2nd signature is only needed if cash received exceeds \$500

For Treasurer use only:

Date Received: _____ Date Deposited: _____

Notes: _____