

## PTA Deposit Form

Pennsylvania PTA

Please complete this form when depositing money from PTA events or sales. At least two (2) people are to count all PTA funds received and sign the deposit form. Submit this form with all money received and receipts for PTA events in an envelope or moneybag to the PTA treasurer within \_\_\_\_\_(hours) of the event. The PTA Treasurer must verify and provide a receipt for all money received. If the PTA Treasurer is not available, the PTA President can handle the transaction.

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Amount of deposit \_\_\_\_\_

Event or Committee making Deposit \_\_\_\_\_

Total Amount of Checks \_\_\_\_\_

Total Amount of \$20.00 bills \_\_\_\_\_

Total Amount of \$10.00 bills \_\_\_\_\_

Total Amount of \$5.00 bills \_\_\_\_\_

Total Amount of \$1.00 bills \_\_\_\_\_

Total Amount of coins \_\_\_\_\_

Other \_\_\_\_\_

**FINAL TOTAL** \_\_\_\_\_

Comments or special instructions:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***For Treasurer use only:***

Date Received by Treasurer \_\_\_\_\_

Date Deposited in Bank \_\_\_\_\_

*Please submit with deposit in an envelope or moneybag to the PTA treasurer.*