PTA Deposit Form

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.