



PTA Deposit Form

Event: _____

Date: _____

Chairperson: _____

Phone: _____

Form Submitted by (if different then 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 DEPOSITS

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: _____

Receipt#: _____

- 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 the signed form for his/her records.
- If time permits, please write the last name of both the student and his/her teacher on the checks as you receive them. This assists both the Treasurer and the event Chairperson on when follow-up is needed.
- Money should be counted immediately after the close of each event and stored at the school until it can be transferred into the Treasurer's custody. If unable to be stored at the school a PTA member may take the funds home but funds should be re-counted before transferring into the Treasurer's custody.
- The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.

CHECK LOG

	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			\$.

	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			\$.