

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.