

**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 5 days of the event. The PTA Treasurer will 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# \_\_\_\_\_

Email: \_\_\_\_\_

Event or Committee Making Deposit \_\_\_\_\_

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

Total Amount of \$100.00 bills \_\_\_\_\_

Total Amount of \$50.00 bills \_\_\_\_\_

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 \_\_\_\_\_

PayPal Amount Being Deposited: \_\_\_\_\_

Other \_\_\_\_\_

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

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

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

***For Treasurer use only:***

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

Date Deposited in Bank \_\_\_\_\_ Notes: \_\_\_\_\_