

GRASS LAKE PTA 9.7.20

Deposit Form

All PTA Members handling funds need to complete this form. Turn in to the TREASURER WITH ALL CASH/CHECKS for deposit. TWO PTA members must count & verify all deposits.

Chairperson(s): _____

Date: _____

Event / Committee: _____

Phone: _____

| COINS: | BILLS: | CHECK AMOUNTS: | CHECK #: |
|------------------|---------------|-----------------------|-----------------|
| Pennies: \$ | Ones: \$ | (1) \$ | # |
| Nickels: \$ | Fives: \$ | (2) \$ | # |
| Dimes: \$ | Tens: \$ | (3) \$ | # |
| Quarters: \$ | Twenties: \$ | (4) \$ | # |
| Half Dollars: \$ | Fifties: \$ | (5) \$ | # |
| Dollars: \$ | Hundreds: \$ | (6) \$ | # |

If more room is needed to list checks, continue listing on back of form →

| TOTAL COIN: | TOTAL BILLS: | TOTAL CHECKS: | # OF CHECKS: |
|--------------------|---------------------|----------------------|---------------------|
| \$ | \$ | \$ | # |

TOTAL DEPOSIT: \$ _____

Counter #1: _____

Phone: _____

Counter #2: _____

Phone: _____

Comments: _____

----- **FOR TREASURER'S USE ONLY** -----

Event / Committee: _____

Date: _____

Total Amount Received: \$ _____

Deposit Date: _____

Cash: \$ _____

Checks: \$ _____

of Checks: _____

Treasurer's Signature: _____

Phone: _____

Comments: _____

Additional checks continued:

| CHECK AMOUNTS: | CHECK #: |
|-----------------------|-----------------|
| (7) \$ | # |
| (8) \$ | # |
| (9) \$ | # |
| (10) \$ | # |
| (11) \$ | # |
| (12) \$ | # |
| (13) \$ | # |
| (14) \$ | # |
| (15) \$ | # |
| (16) \$ | # |
| (17) \$ | # |
| (18) \$ | # |
| (19) \$ | # |
| (20) \$ | # |
| (21) \$ | # |
| (22) \$ | # |
| (23) \$ | # |
| (24) \$ | # |
| (25) \$ | # |