

Q300 Parent-Teacher Association, Inc.

Deposit Form

- * Two PTA members must count any incoming PTA funds on school premises, on the day of receipt.
- * PTA funds to be deposited must be delivered, with this completed form, to the Treasurer within 3 business days of an event.
- * Please contact the Treasurer at treasurer@g300pta.org to arrange a time and place for drop off.
- * Do not leave cash, checks or other forms of payment in the PTA mailbox.
- * The form may be printed and completed manually by hand or entered in excel, and then printed & signed.

Committee/Event Name : _____

Event Date: _____

Name & signature of PTA member who counted funds (1) _____

Date: _____

Name & signature of PTA member who counted funds (2) _____

Date: _____

<u>CASH:</u>	<u>Bills</u>	<u>Quantity</u>		<u>TOTAL</u>
	\$100	x	_____	= _____
	\$50	x	_____	= _____
	\$20	x	_____	= _____
	\$10	x	_____	= _____
	\$5	x	_____	= _____
	\$1	x	_____	= _____
			Total bills	_____
			Total coins	_____
			Total cash deposit	=====

CHECKS: * A separate piece of paper may be attached if necessary.
* Group checks by like amount. For example, 4 checks for \$40 and 2 checks for \$100 would be entered as follows:

\$40	x	4	=	\$160
\$100	x	2	=	\$200

<u>Denomination</u>		<u>Quantity</u>		
_____	x	_____	=	_____
_____	x	_____	=	_____
_____	x	_____	=	_____
_____	x	_____	=	_____
_____	x	_____	=	_____
_____	x	_____	=	_____

Total checks deposit _____

TOTAL DEPOSIT (cash plus checks)

For Treasurer use only:

RECEIVED

ENTERED