**PTA/PTSA NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPOSIT FORM**

Submit items to be deposited and this completed form along with any accompanying documentation if any (such as check stubs, letter of payments, lists of members, PayPal, Eventbrite, Venmo, or Cash app reports, etc. A copy of this form and any accompanying documentation must be filed in the appropriate section of the Treasurer’s records.

Committee/Event: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sign)

Deposit Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sign)

\*Must be counted and verified by two people

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Amount** | **Total Amount** |
| **Coins** |  |  |  |
| **Ones** |  |  |  |
| **Fives** |  |  |  |
| **Tens** |  |  |  |
| **Twenties** |  |  |  |
| **Fifties/Hundreds** |  |  |  |
| **TOTAL CASH** |  |  |  |
| **TOTAL CHECKS** |  |  |  |
| **TOTAL ELECTRONIC TRANSFER / ACH** |  |  |  |
|  | **GRAND TOTAL DEPOSIT** | |  |

*Treasurer Use Only*

Transaction Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trans ID. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Statement/Appeared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_