

## Ridglea Hills PTA - Deposit Form

(to be used when giving funds to treasurer)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please make sure there are always 2 people counting money to protect the reliability of the count.*

| Bills | # | Amount |
|-------|---|--------|
| \$100 |   |        |
| \$50  |   |        |
| \$20  |   |        |
| \$10  |   |        |
| \$5   |   |        |
| \$2   |   |        |
| \$1   |   |        |
| Total |   |        |

| Coins   | # | Amount |
|---------|---|--------|
| Dollar  |   |        |
| 50 cent |   |        |
| Quarter |   |        |
| Dime    |   |        |
| Nickel  |   |        |
| Penny   |   |        |
| Total   |   |        |

| Check # | Name | Amount |
|---------|------|--------|
|         |      |        |
|         |      |        |
|         |      |        |
|         |      |        |
|         |      |        |
|         |      |        |
| Total   |      |        |

Total **Cash** Deposit (coins+bills) \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter 1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Counter 2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_