

**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: \_\_\_\_\_

Deposit Verified By: \_\_\_\_\_

\*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			
<b>GRAND TOTAL DEPOSIT</b>			

*Treasurer Use Only*

Transaction Date _____	Trans ID. _____	Amount \$ _____
Monthly Statement/Appeared: _____	Budget Updated: _____	