

PTA Deposit Form

Pennsylvania PTA 2016

- Please complete this form when depositing money from PTA events or sales.
- At least two (2) people are to count all PTA funds received and sign the deposit form.
- Submit this form with all money received and receipts for PTA events in an envelope or moneybag to the PTA treasurer within **72 hours** of the event.
- The PTA Treasurer must verify and provide a receipt for all money received. If the PTA Treasurer is not available, the PTA President can handle the transaction.

Name _____ Phone# _____

Address _____ Zip Code _____

email _____

Amount of deposit _____

Event or Committee making Deposit _____

Total Amount of Checks _____

Total Amount of \$20.00 bills _____

Total Amount of \$10.00 bills _____

Total Amount of \$5.00 bills _____

Total Amount of \$1.00 bills _____

Total Amount of coins _____

Other _____

FINAL TOTAL _____

Comments or special instructions: _____

Signature _____ Date _____

Signature _____ Date _____

For Treasurer use only:

Date Received by Treasurer _____

Date Deposited in Bank _____

Please submit this form with deposit in an envelope or moneybag to the PTA treasurer.