

BLANEY PTA DEPOSIT FORM



Event: _____ Date: _____

Form submitted by: _____ Phone: _____

CASH

Type of Bill	#	Amount
\$100.00		\$.
\$50.00		\$.
\$20.00		\$.
\$10.00		\$.
\$5.00		\$.
\$2.00		\$.
\$1.00		\$.
TOTAL BILLS		\$.

Type of Coin	#	Amount
Dollar		\$.
Half-dollar		\$.
Quarter		\$.
Dime		\$.
Nickel		\$.
Penny		\$.
TOTAL COINS		\$.

(Total Bills + Total Coins) **Total Cash \$** _____.

CHECKS

Use reverse side of form to itemize all checks (or attach a spreadsheet printout with Last Name, Check # and Amount of each check as well as the date and event) and transfer your totals here.

of checks _____ **Total Checks \$** _____.

TOTAL DEPOSIT (Total Checks + Total Cash) **TOTAL DEPOSIT \$** _____.

Budget Account(s) to be credited	Amount
_____	_____
_____	_____
_____	_____

TWO signatures are REQUIRED - One must be a PTA Board Member

Counter's Signature: _____ Date: _____

Counter's Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____

- Each counter should retain a copy of this signed form for his/her records.
- Please write the last name of both the student and his/her homeroom teacher on checks as you receive them. This assists the Treasurer and the event Chairperson when a follow-up is needed.
- **At no time should PTA funds be taken home by anyone.**
- Money should be counted immediately at the close of each event and deposited. If you need after-hours deposit information, please contact the Treasurer.
- **This form MUST be completed for each deposit.**

BLANEY PTA DEPOSIT FORM



	Last Name	Check #	Amount
1			\$.
2			\$.
3			\$.
4			\$.
5			\$.
6			\$.
7			\$.
8			\$.
9			\$.
10			\$.
11			\$.
12			\$.
13			\$.
14			\$.
15			\$.
16			\$.
17			\$.
18			\$.
19			\$.
20			\$.
21			\$.
22			\$.
23			\$.
24			\$.
25			\$.
26			\$.
27			\$.
28			\$.
29			\$.
30			\$.
31			\$.
32			\$.
33			\$.
34			\$.
35			\$.

	Last Name	Check #	Amount
36			\$.
37			\$.
38			\$.
39			\$.
40			\$.
41			\$.
42			\$.
43			\$.
44			\$.
45			\$.
46			\$.
47			\$.
48			\$.
49			\$.
50			\$.
51			\$.
52			\$.
53			\$.
54			\$.
55			\$.
56			\$.
57			\$.
58			\$.
59			\$.
60			\$.
61			\$.
62			\$.
63			\$.
64			\$.
65			\$.
66			\$.
67			\$.
68			\$.
69			\$.
70			\$.

of checks _____

Total Checks \$ _____