PTA Itemized Deposit Form

Event: Person completing form:

Date: Phone:

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

# Total checks: $

(Attach a tape/written account including check number, last name of payee and amount)

# Total bills: $

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

**Total coins: $**

|  |  |  |
| --- | --- | --- |
| Bills | # | Amount |
| $1 |  |  |
| 0.50 |  |  |
| 0.25 |  |  |
| 0.10 |  |  |
| 0.05 |  |  |
| 0.01 |  |  |
| Total: |  | $ |

# Total Deposit: $

Counter’s Signature: Counter’s Signature:

Received by Treasurer:

Date: Date:

Date:

Please provide this form, the checks and cash to the Treasurer for deposit at the bank.