

PTA Deposit Form

Pennsylvania PTA

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 _____(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 _____

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 with deposit in an envelope or moneybag to the PTA treasurer.