



DEPOSIT FORM

EVENT: _____
 NAME: _____ DATE: _____
 EMAIL: _____ PHONE NUMBER: _____

CASH (Write the SUM of the Total Bills and Total Coins in the Total CASH line->) **Total Cash: \$** _____

Type of Bill	#	Amount		Type of Coin	#	Amount
\$100.00		\$		Dollar		\$
\$50.00		\$		Half-dollar		\$
\$20.00		\$		Quarter		\$
\$10.00		\$		Dime		\$
\$5.00		\$		Nickel		\$
\$2.00		\$		Penny		\$
\$1.00		\$		TOTAL COINS		\$
TOTAL BILLS		\$				

CHECKS Number of Checks: _____ **TOTAL CHECKS: \$** _____

	Name	Check#	Amount			Name	Check#	Amount
1			\$		8			\$
2			\$		9			\$
3			\$		10			\$
4			\$		11			\$
5			\$		12			\$
6			\$			Use reverse side to continue		
7			\$			TOTAL CHECKS		\$

TOTAL DEPOSIT **TOTAL DEPOSIT: \$** _____

(Write the SUM of the TOTAL CASH and the TOTAL CHECKS in the TOTAL DEPOSIT line ^)

IS A CASH BOX ADVANCE INCLUDED IN THIS DEPOSIT? IF SO, AMOUNT \$ _____

PTA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One of these must be a PTA Board Member, but not necessarily the Chairperson of the event. Each counter and the event chairperson should retain a copy of this signed form for his/her records. Money should be counted immediately at the close of each event and stored at the school until it can be transferred into the Treasurer's custody. The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety. Please inform Treasurer, Sandra (Heng) Han at hansandrak@gmail.com or 302.757.6266 to make a deposit and she will meet you to pick up cash deposits. . THANK YOU for your support!

Counter's Name _____ Signature: _____ Date: _____

2nd Counter's Name _____ Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____