

**PARK MIDDLE SCHOOL PTA  
DEPOSIT FORM**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Committee/Event: \_\_\_\_\_  
 Date: \_\_\_\_\_

<u>Breakdown of Deposit</u>	# of Coins / Bills	Cash Amount
-----------------------------	--------------------	-------------

**Coins:**

Pennies	_____	_____
Nickels	_____	_____
Dimes	_____	_____
Quarters	_____	_____
Dollars	_____	_____

**Bills:**

Ones	_____	_____
Twos	_____	_____
Fives	_____	_____
Tens	_____	_____
Twenties	_____	_____
Fifties	_____	_____
Hundreds	_____	_____

**Sub-Total Cash** \_\_\_\_\_

**TOTAL # OF CHECKS** \_\_\_\_\_ **Total Checks** \_\_\_\_\_

(please attach a list of each check and include issuer, check # and amount)

**TOTAL DEPOSIT** \_\_\_\_\_

Signature of Committee Member  
 X \_\_\_\_\_

Signature of Treasurer (amount verified)  
 X \_\_\_\_\_

Explain any discrepancy below. Committee Member Signature required, after written explanation.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Treasurer Use Only***

Record of Deposit # \_\_\_\_\_  
 Total Cash Received \_\_\_\_\_ Date Deposited \_\_\_\_\_

Notes: \_\_\_\_\_