



J.A. Coles PTA Cash & Check Deposit Form

Please complete this form OR attach a spreadsheet using the same format.

To: PTA Treasurer

Date: _____

Chairperson: _____

E-Mail: _____

Committee Name: _____

Phone#: _____

CASH RECEIVED

Total Cash Received \$ _____

CHECKS RECEIVED

Count	Check Received From	Check Number	Amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Committee Signature after counted _____

Total for Deposit \$ _____

Committee Signature after counted (2) _____

If more than 10 checks, please submit spreadsheet including check #, last name or company, and amount of each check. Include total # of checks and total \$ amount. Any questions, please email treasurer at jacolesptatreasurer@gmail.com.

TREASURER USE ONLY

CHECK TOTAL \$ _____ # CHECKS RECEIVED _____ DATE _____

Treasurer Signature _____