

Deposit Form/Tally Sheet

All money must go through the treasurer. Do not make deposits directly to the bank. List all checks on reverse with last name, check number and amount. Place money and this form in an envelope and give to Treasurer immediately following event.
All money must be counted by two PTA members.

Date: _____

Program/Project (i.e. Husky Run, Membership, Book Fair, etc.):

Committee Chair(s): _____

	Qty	Amount
\$100s		
\$50s		
\$20s		
\$10s		
\$5s		
\$1s		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Cash Total		
Checks		
Deposit Total		

Counted By: _____ Phone: _____

Counted By: _____ Phone: _____

-----Treasurer Use Only-----

Date rec'd by Treasurer: _____ Amount Collected: _____

Budget Account Number: _____

Treasurer's Signature: _____

	Last Name	Check Number	Amount	Last Name	Check Number	Amount
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2						
3						
4						
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