

Overton Park Elementary PTA Deposit Form



Page 1 - To be used when giving Cash or Cash & Checks to Treasurer

Page 2 - Use if your deposit requires more space for checks OR if your deposit includes ONLY checks.

Event _____

Date _____

Chairman/Director _____

Phone No. _____

Person completing form _____

Email _____

Please make sure there are always 2 people counting money to protect the reliability of the count.

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total		

Budget to be Credited	Amount

Check #	Name	\$\$	Budget Account

Total Checks \$ _____

Total Cash \$ _____

Total Deposit \$ _____

Counter's Signature _____ Date _____

Counter's Signature _____ Date _____

Treasurer's Signature _____ Date _____

Attach supporting documentation (i.e. receipts, check stubs, etc.)

Please email TreasurerAssistant@OvertonParkPTA.org prior to your event to coordinate transfer of Cash & Checks for bank deposit. Do not keep PTA funds in your possession overnight.

Deposit Form

Overton Park Elementary School

PTA School Year 2022-2023

Detail of Checks for deposit

DATE _____

COMMITTEE _____

CHECKS:

	<u>NAME</u>	<u>CHECK #</u>	<u>AMOUNT</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____

TOTAL AMOUNT OF CHECKS (THIS PAGE) \$ _____

GRAND TOTAL AMOUNT OF **CHECKS** (ALL PAGES) \$ _____

TOTAL DEPOSIT-CHECKS, COIN, CURRENCY (ALL PAGES) \$ _____

* SIGNATURE