



**WASS ELEMENTARY SCHOOL PTO
DEPOSIT FORM**

Name of person depositing funds: _____

Date: _____

Committee / Project / Group benefited: _____

Function generating funds: _____

**DEPOSIT - PLEASE COMPLETE REVERSE SIDE TO DETAIL CASH
DEPOSITS**

Total checks \$ _____

Total cash (detail on reverse side by denomination) \$ _____

GRAND TOTAL \$ _____

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FOR TREASURER'S USE ONLY:

Date funds received _____

Amount of deposit _____

Date of bank deposit _____

WASS ELEMENTARY SCHOOL PTO DEPOSIT FORM – CASH DETAIL

DENOMINATION	RECEIVED @ EVENT / SALE	RECEIVED AFTER EVENT / SALE (if applicable)	TOTAL
Pennies	\$		
Nickels	\$		
Dimes	\$		
Quarters	\$		
Half Dollars	\$		
Dollar Coins	\$		
Total coins	\$		
Ones	\$		
Fives	\$		
Tens	\$		
Twenties	\$		
Fifties	\$		
Hundreds	\$		
Total bills	\$		
Total cash	\$		

- Roll all coins into full rolls as much as possible. Coin rollers are located on the bagel cart. Contact the treasurer if we are low on any coin rollers.
- Put any unrollable coins into separate baggies by coin denomination
- Count all cash according to its denomination and record above in the **“first column only”**
- Complete the front of the deposit form including date
- Give all money to Phyllis Walters or put it in the PTO box for the treasurer to pick up
- If this is not a usual, normally scheduled event, please contact the Treasurer, Heather or Matt Miller to let them know that the cash is in the office to pick up hmiller1222@gmail.com
- If additional cash is received after the sale/event, please place it in one bag, marked as such. The treasurer will count it and complete the final 2 columns above.