



TREASURY CASH/CHECK DEPOSIT FORM

Date: _____

Person Depositing Funds: _____

Phone#: _____

PTA Committee/Event: _____

Total Amount: _____

- CASH Amount \$ _____
CHECKS (For more checks please use a separate sheet)

Table with 3 columns: Sr. No., Check # (Applicable only for check deposits.), Amount. Includes a TOTAL row at the bottom.

Notes: _____

I acknowledge that the total deposit amount above is complete and accurate: _____
Signature of Person who has submitted funds to Treasurer to deposit

Date Deposited: _____ Signed by Treasurer: _____ (signature indicates that amount above has been verified)

* For security purposes, check(s) should not be left in the school office.
If you have check(s) to deposit, contact the Treasurer, Varsha Manjrekar at ptatreasurer@mlkedison.org and arrange for the funds to be given to her.