

STEWART PTA DEPOSIT FORM

Please complete this form when depositing money from all PTA events and/or sales.

Submit this form with all money received and receipts for PTA events in an envelope or moneybag to the PTA Treasurer **within 10 days** of the event.

At least two (2) people are to count all PTA funds received and sign the deposit form. The PTA Treasurer must verify and provide a receipt for all money received. If the PTA Treasurer is not available, the PTA President can handle the transaction.

Name: _____

Phone#: _____ E-Mail: _____

Event or Committee: _____

Amount of deposit: \$ _____

Please indicate the following:

Total Dollar Amount of Checks	\$
Total Dollar Amount of \$20.00 bills	\$
Total Dollar Amount of \$10.00 bills	\$
Total Dollar Amount of \$5.00 bills	\$
Total Dollar Amount of \$1.00 bills	\$
Total Dollar Amount of Coins	\$
Other	\$
TOTAL DEPOSIT	\$

Comments or special instructions: _____

Signature : _____ Date: _____

Signature : _____ Date: _____

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For Treasurer use only:

Date Received by Treasurer: _____

Date Deposited in Bank: _____

*Please submit with deposit in an envelope or moneybag to Marie Healey, PTA Treasurer.
724-493-8481 stewartptatreasurer@gmail.com*