

**TREASURER USE ONLY**

Deposit date: \_\_\_\_\_

Amount: \_\_\_\_\_

**Funds to be deposited in the Forwood PTA Treasury**

This completed form must accompany any funds sent to the PTA Treasurer for deposit. A manila envelope marked "PTA Treasurer" is located in the PTA mailbox in the main office for deposits consisting of checks. Please make arrangements to hand over cash deposits in person. Two people must be present at all times when counting money and preparing cash deposits.

Name of committee: \_\_\_\_\_

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Purpose for which payment was received: \_\_\_\_\_

\_\_\_\_\_

Cash: \_\_\_\_\_

Checks: \_\_\_\_\_

Total: \_\_\_\_\_

Date of event: \_\_\_\_\_

**Important documentation required:**

1. Photocopy of all original checks with a total written on it.

Signature of Committee person counting deposit:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of second PTA member counting deposit if Treasurer is not present at event:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Treasurer/person making deposit:

\_\_\_\_\_ Date: \_\_\_\_\_