

Paschal High School PTA - DEPOSIT Form

To be used when giving funds to Treasurer

Event/Committee: _____ Date: _____

Chairman: _____ Phone: _____

Your Name: _____ Phone: _____

Was Sales Tax collected? ☐ Yes ☐ No

IF YOU HAVE CASH: 1.) Please convert coins over \$0.99 cents to bills and/or roll all coins before delivering to Treasurer (rolls in PTA closet); 2.) Two Counters must actually count the money and sign this form; and 3.) Cash must be hand-delivered to treasurer IN-PERSON to have cash counted in your presence and receipt issued

CHECKS:

Name	Check #	Amount	Name	Check #	Amount	Name	Check #	Amount
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
		\$			\$			\$
Column Total		\$	Column Total		\$	Column Total		\$

Total # of Checks: _____ Total Amount of All Checks: \$ _____

CASH / CURRENCY:

Bills	#	Amount	Coins (if more 99 cents, convert to bills or roll it)	#	Amount
One-Hundred		\$	Fifty Cent		\$
Fifty		\$	Quarter		\$
Twenty		\$	Dime		\$
Ten		\$	Nickel		\$
Five		\$	Penny		\$
Two		\$			
One		\$			
Column Total		\$	Column Total (please, no more than \$0.99 unrolled)		\$

Total Cash / Currency: \$ _____

Counter 1 Signature: _____

Total Checks: \$ _____

Counter 2 Signature: _____

Total Cash: \$ _____

Treasurer Signature & Date: _____

Total Deposit: \$ _____

Please allow treasurer time to count cash and issue you a receipt in-person – Cash must be delivered in person