

Deposit Receipt



Date: _____

Amount: _____

Person making Deposit: (Print) _____

(Signature): _____

Budget Category to be Credited: _____
(ex. Harvest Festival)

Name of Counter #1 (Print): _____

(Signature): _____

Name of Counter #2 (Print): _____

(Signature): _____

Counter #1	Sub-Totals
Coins	
1s	
5s	
10s	
20s	
50s	
100s	
Total Cash	
# of Checks	
\$ in Checks	
TOTAL	

Counter #2	Sub-Totals
Coins	
1s	
5s	
10s	
20s	
50s	
100s	
Total Cash	
# of Checks	
\$ in Checks	
TOTAL	

Space is provided to record individual checks on back

Make a copy of this form for your records and give the original to the Treasurer.

Please provide a breakdown of how much cash was collected for what items, ie: spiritwear, bake sale, memberships, magnets, etc. Crocs Charms are for choir and should not be included in this PTA deposit.
