

WOODMOOR PTSA DEPOSIT FORM

- PTSA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One of these must be a PTSA Board Member, but not necessarily the Chairperson of the event. Each counter and the event chairperson should retain a copy of this signed form for his/her records.
- If time permits, please write the last name of both the student and his/her homeroom teacher on checks as you receive them. This assists both the Treasurer and the event Chairperson when a follow-up is needed.
- At no time should PTSA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored in the PTSA safe at the school until it can be transferred into the Treasurer's custody.
- **The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.**

Event: _____ Date: _____

Chairperson: _____ Phone: _____

Form submitted by (if different than Event Chairperson): _____

CHECKS

Use reverse side of form to itemize all checks, and transfer your totals above.

of checks _____ Total Check Amount: _____

CASH

Type of Bill	#	Amount
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
TOTAL		

Type of Coin	#	Amount
Dollar		
Half-dollar		
Quarter		
Dime		
Nickel		
Penny		
TOTAL		

Write the sum of the Total Bills and the Total Coins here.

Total Cash Amount: _____

Committee	Amount

TOTAL DEPOSIT

Write the sum of the Total Checks and the Total Cash on this line.

TOTAL DEPOSIT AMOUNT: _____

Counter's Signature: _____ Date: _____

Counter's Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____

	Committee	Last Name	Check #	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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26				
27				
28				
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30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

of checks _____

Total Checks _____