# Logo  Description automatically generatedWVES PTA Deposit Form

Please complete this form when depositing money from PTA events or sales. At least **two (2)** people are required to count all PTA funds received and sign this form. **Submit this form with all receipts and moneys received** **for PTA events** in an envelope or moneybag to the PTA Treasurer within **one (1) day** of the event.

If the PTA Treasurer is not available, any PTA Board member may handle the transaction.

Name:       Phone #:

Address:

City:       Zip Code:

Event or committee making deposit:

**Total amount of checks**: $

Number of $20 bills:       x 20 = Total amount of $20 bills: $

Number of $10 bills:       x 10 = Total amount of $10 bills: $

Number of $5 bills:       x 5 = Total amount of $5 bills: $

Number of $1 bills:       x 1 = Total amount of $1 bills: $

Total amount of coins: $

Total amount of other: $

**Total amount of cash**: $

**TOTAL DEPOSIT AMOUNT CHECKS & CASH** $

Comments or special instructions:

Signature: Date:

Signature: Date:

***Please submit with deposit in an envelope or moneybag to the PTA Treasurer.***