



WVES 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.



WEST VINCENT PTA
every child. one voice.