## **Deposit Detail (Counting of Funds) BLMS PTSA 2.6.33**

- Deposits *must* be counted and signed by two current PTA members.
- Staff members may not sign a count sheet.
- Please hand deliver to PTSA Treasurer. A reciept will be provided to the PTSA member delivering funds
- Please refer to the PTA's money handling guidelines for more information or contact the PTSA Treasurer.

Date: Checks Cash COUNT ITEM COUNT NAME CHECK # AMOUNT DENOMINATION AMOUNT \$1.00 Х 1 2 \$5.00 х х 3 \$10.00 х \$20.00 4 5 \$50.00 Х Х 6 \$100.00 7 Х \$.25 (quarters) 8 \$.10 (dimes) Х х 9 \$.05 (nickels) х \$.01 (pennies) 10 11 12 13 14 15 16 17 18 19 20 Subtotals \$ \$ Deposit GRAND TOTAL checks cash = \$

Committee/Event/Source of Funds:

Signature 1:	Signature 2:
Print Name:	Print Name:

Email:

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Ema	11 .	
LIIIa		

## For Treasurer's Use Only

Treasurer's Signature Treasurer's Notes Receipt #



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