



Use Ink Only-No Pencil

# Sunrise Elementary PTA Deposit of Funds

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Your Phone Number: \_\_\_\_\_  
Committee to be credited: \_\_\_\_\_

Enter dollar amount of each denomination being deposited	
<b>Bills:</b> \$1 _____	<b>Coins:</b> Pennies _____
\$5 _____	Nickels _____
\$10 _____	Dimes _____
\$20 _____	Quarters _____
\$50 _____	Half Dollars _____
\$100 _____	\$1 coin _____
<b>SUBTOTAL:</b> _____	<b>SUBTOTAL:</b> _____
<b>Checks:</b> _____	
	<b>TOTAL DEPOSIT:</b> _____

Cash Box Re-Deposit required?  Yes  No

If yes, the amount of your **CASH BOX RE-DEPOSIT:** \_\_\_\_\_

\*Please make a copy of this form for your records before submitting.

**Total Deposit:** \_\_\_\_\_

**Less Cash Box Re-Deposit:** \_\_\_\_\_

**Deposit to Committee:** \_\_\_\_\_

_____
_____
_____

*Money must be counted by 2 PTA members and both must sign below before giving it to the Treasurer. By signing below, I verify that I counted this money and, to the best of my knowledge, the amount is correct.*

Signature #1: \_\_\_\_\_

Signature #2: \_\_\_\_\_

### Treasurer's Use Only

Amount of Deposit Received: \_\_\_\_\_  
Amount of Cash Box Re-Deposit : \_\_\_\_\_

Date: \_\_\_\_\_  
Month Recorded: \_\_\_\_\_  
Treasurer's Initials: \_\_\_\_\_

Comments: \_\_\_\_\_