**DMA PTA**

**Event Deposit Form**

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Deposit Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash - Bills** | **Number of Bills** | **Sub Totals** | **Totals** |
| $100 |  | $ |  |
| $50 |  | $ |  |
| $20 |  | $ |  |
| $10 |  | $ |  |
| $5 |  | $ |  |
| $2 |  | $ |  |
| $1 |  | $ |  |
| **Total Cash - Bills** |  |  | $ |
|  |  |  |  |
| **Cash - Coins** | **Number of Coins** | **Sub Totals** |  |
| $1 |  | $ |  |
| $.50 |  | $ |  |
| $.25 |  | $ |  |
| $.10 |  | $ |  |
| $.05 |  | $ |  |
| $.01 |  | $ |  |
|  |  | $ |  |
| **Total Cash - Coins** |  |  | $ |
|  |  |  |  |
| **Checks** | **Number of Checks** |  |  |
| **Total Checks** |  |  | $ |
|  |  |  |  |
| **Grand Total** |  |  | **$** |

**Instructions:**

* **Please count all money and return the money and completed form to Erin Battista, PTA Treasurer.**
* **All funds and signed/completed deposit form must be turned over to the Treasurer to deposit within than three (3) days of event.**
* **Treasurer will make deposit and send you a copy of the deposit slip unless otherwise arranged.**
* **All Start-up cash must be re-deposited as a separate deposit with a separate deposit form.**
* **Unless otherwise arranged, do not leave funds at school - contact Treasurer to make arrangements for either deposit or delivery to Treasurer of funds.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of 1st Counter Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of 2nd Counter Date**

**For Treasurer's Use Only:**

**Deposit Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Line Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**