



Deposit Detail

Date: _____ Committee/Event: _____

Checks <small>(Please Note: If there are more than 20 checks, please include a log of all checks.)</small>				Cash		
ITEM COUNT:	NAME:	CHECK #:	AMOUNT:	DENOMINATION:	COUNT:	AMOUNT:
1				\$1.00		
2				\$5.00		
3				\$10.00		
4				\$20.00		
5				\$50.00		
6				\$100.00		
7				Other:		
8				\$.25 (quarters)		
9				\$.10 (dimes)		
10				\$.05 (nickels)		
11				\$.01 (pennies)		
12				Other:		
13						
14						
15						
16						
17						
18						
19						
20						
Subtotals			\$			\$
Deposit Total						\$

Signature 1: _____ Signature 2: _____
 Print Name: _____ Print Name: _____
 Email: _____ Email: _____

For Treasurer's Use Only

Treasurer's Signature: _____
 Treasurer's Notes: _____

Please Note:

- Deposits must be counted and signed by two PTSA members.
- Staff members may not sign a count sheet.
- Please refer to the PTSA's money handling guidelines for more information.

Receipt Number: _____