

Central Valley PTA

Deposit Form

1. Complete this form when depositing money from PTA events or sales.
2. At least two (2) people are to count all PTA funds received and sign the deposit form.
3. Submit this form with all money received and receipts for PTA events in an envelope or moneybag to the PTA treasurer within 2 days of the event.
4. The PTA Treasurer must verify and provide a receipt for all money received.
5. If the PTA Treasurer is not available, the PTA President can handle the transaction.

Name of Depositor _____ Phone _____

Name of Verified Counter _____ Phone _____

Date of Event _____ Event/Committee Making Deposit _____

Total Amount of Checks _____ Total Amount of Cash _____

Bills		Coins	
Amount of \$100.00		Amount of \$1.00	
Amount of \$50.00		Amount of \$0.50	
Amount of \$20.00		Amount of \$0.25	
Amount of \$10.00		Amount of \$0.10	
Amount of \$5.00		Amount of \$0.05	
Amount of \$1.00		Amount of \$0.01	
Other		Other	
TOTAL BILLS		TOTAL COINS	

FINAL AMOUNT OF DEPOSIT _____

Comments or Special Instructions: _____

Signature _____ Date _____

Signature _____ Date _____

**Please submit with deposit form in an envelope or moneybag to the PTA Treasurer:
Stephanie Brown
412-863-2052 or steph.browncvt@gmail.com**