

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**