

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	
<b>TOTAL BILLS</b>		<b>TOTAL COINS</b>	

**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:  
Gabriella Karl  
412-537-8409 or gabby.karl.cvpta@gmail.com**