

WES PTA Deposit Form

Committee:
Received From:
Date Prepared:
Total Amount:

Treasurer Use Only:	**Count Verified by treasurer before accepting deposit? Yes : Date _____ No
	Deposit Date: ____/____/____
	Committee to Credit: _____
	Amount to credit: _____

To reduce risk of error please have two counters and sign and date below.

Checks	#	Name	Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$

Bills	#	Amount
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$1		\$

Total Bills \$ _____

Coins	#	Amount
Dollar		\$
50 Cent		\$
Quarter		\$
Dime		\$
Nickel		\$
Pennies		\$

Total Coins \$ _____

Total Checks \$ _____

Total Deposit \$ _____

Counter 1 sign: _____ **Date:** _____

Counter 2 sign: _____ **Date:** _____

Treasurer and/ or Treasurer Liaison should count money in front of committee person/chair before accepting deposit