

Kennedy PTA Deposit Form

Reserved - Hole Punch Area

Submitter

Name: _____

e-mail: _____ Phone #: _____

Co-Counter -PTA member / co-counter is required for all Cash deposits

Name: _____

e-mail: _____ Phone #: _____

Deposit Details

Program/Committee: _____

Date: _____

Type	Qty	Denomination	Total
Checks			
Cash		x \$ 1	
		x \$ 2	
		x \$ 5	
		x \$10	
		x \$20	
		x \$50	
		x \$100	
Coin			
Grand Total			

Instructions:

Sort Checks numerically by check number

Include deposit report showing check number and dollar amount

100 checks per Deposit Form

Bundle cash as follows:

25 x \$1 = \$25
20 x \$5 = \$100
20 x \$10 = \$200
25 x \$20 = \$500

Prepare Coins in rolls

Approvals/Signatures

Submitter

Co-Counter (Cash Deposits only)

Treasurer / Financial Secretary Validation

Treasurer : _____ OR Financial Secretary : _____

Date : _____