

## Deposit Detail

Date: \_\_\_\_\_ Committee/Event: \_\_\_\_\_

Checks				Cash		
ITEM COUNT	NAME	CHECK #	AMOUNT	DENOMINATION	COUNT	AMOUNT
1				\$1.00	X	
2				\$5.00	X	
3				\$10.00	X	
4				\$20.00	X	
5				\$50.00	X	
6				\$100.00	X	
7				\$.25 (quarters)	X	
8				\$.10 (dimes)	X	
9				\$.05 (nickels)	X	
10				\$.01 (pennies)	X	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>Subtotals</b>			\$			\$
<b>Deposit Total</b>						\$

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

### For Treasurer's Use Only

Treasurer's Signature \_\_\_\_\_  
 Treasurer's Notes \_\_\_\_\_

- Deposits must be counted and signed by two PTA members.
- Staff members may not sign a count sheet.
- Please refer to the PTA's money handling guidelines for more information.