

Deposit Detail (Counting of Funds)

BLMS PTSA 2.6.33

- Deposits *must* be counted and signed by two current PTA members.
- Staff members may not sign a count sheet.
- Please hand deliver to PTSA Treasurer. A receipt will be provided to the PTSA member delivering funds
- Please refer to the PTA's money handling guidelines for more information or contact the PTSA Treasurer.

Date: _____ Committee/Event/Source of Funds: _____

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							
Subtotals			\$			\$	
Deposit GRAND TOTAL			checks	+	cash	=	\$

Signature 1: _____ Signature 2: _____
 Print Name: _____ Print Name: _____
 Email: _____ Email: _____

For Treasurer's Use Only

Treasurer's Signature _____
 Treasurer's Notes _____
 Receipt # _____