

DeMasi Middle School PTA Deposit Form

Committee: _____

Date: _____

Name of Counter #1: _____

Print

Signature

Coins	Ones	Fives	Tens	Twenties	Other

	+		+		=	
Total Cash		Checks		Credit Card		Grand Total

Name of Counter #2: _____

Coins	Ones	Fives	Tens	Twenties	Other

	+		+		=	
Total Cash		Checks		Credit Card		Grand Total

Treasurer Use:

Coins	Ones	Fives	Tens	Twenties	Other

	+		+		=	
Total Cash		Checks		Credit Card		Grand Total
						cc fee paid

Instructions:

1. To get a cash box for an event, please contact the Treasurer 48 hours in advance and advise exactly what change will be needed.
2. At the completion of your event, two counters are needed before giving money to Treasurer for deposit. Both counters must be PTA members, preferably from your committee.
3. After money has been counted twice and form filled out, please make a copy of the form for your binder & contact Treasurer or President to arrange for drop off.