

# RUSSELL LEE ELEMENTARY PTA

## DEPOSIT FORM

(To be used when giving funds to the Treasurer)

Date \_\_\_\_\_

Event / Fundraising Category \_\_\_\_\_

Committee Chairman \_\_\_\_\_

Phone # \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

**Use a separate form for cash deposits**

**Make sure that there are always 2 people counting cash to ensure the reliability of the count**

Cheques	#	Name	Amount	Is this a donation ?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

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

Total Bills \$ \_\_\_\_\_ 2

Coins	#	Amount
Dollar		
50 cent		
Quarters		
Dime		
Nickels		
Pennies		

Total Cheques \$ \_\_\_\_\_ 1

Total Coins \$ \_\_\_\_\_ 3

**Total Deposit (1+2+3) \$ \_\_\_\_\_**

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_