



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				\$0.25(quarters)	x	\$	
8				\$0.10 (dimes)	x	\$	
9				\$0.05 (nickels)	x	\$	
10				\$0.01 (pennies)	x	\$	
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Subtotals			\$			\$	
Deposit Total						\$	

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.