**TRILLIUM CREEK PTA**

S u b m i t w i t h Deposit Checks/Cash Form

**DEPOSIT COVERSHEET FORM**

|  |
| --- |
| ***\*\*\* This Deposit Coversheet Form MUST be accompanied by a completed Deposit Check/Cash Form\*\*\**** |
| DeliveredDate:  | Committee:  |
| Amount $:  | Purpose/Budget Item:  |

Deposit Check/Cash Form Completed: Yes No

**Submitted By:**

*\*\*\* For Person Depositing/ Processing Only \*\*\*\**

Signature 1:

Deposit Date:

*Attached Copy of Deposit Slip Here*

*Revised 8/31/2016*

S u b m i t w i t h Deposit Coversheet F o r m

**DEPOSIT CHECKS/CASH FORM**

***This Deposit Check/Cash Form is to be used for cash counting as well as listing checks received. You can make a copy of checks or provide a excel spread sheet.***

(This is optional)

|  |
| --- |
| **Checks** |
| Ck # | Name | Amount |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |
| 25 |  |  |
| 26 |  |  |
| 27 |  |  |
| 28 |  |  |
| 29 |  |  |
| 30 |  |  |
| 31 |  |  |
| 32 |  |  |
| 33 |  |  |
| 34 |  |  |
| 35 |  |  |
| 36 |  |  |
| 37 |  |  |
| 38 |  |  |
| 39 |  |  |
|  |  ***Total of Checks*** |  |
|  | **Total of Checks and Cash**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Pennies** |  | **X .01 =** |  |
| **Nickels** |  | **X .05 =** |  |
| **Dimes** |  | **X .10 =** |  |
| **Quarters** |  | **X .25 =** |  |
|  |  |  |  |
|  |  |  |  |
| **$1.00** |  | **X 1 =** |  |
| **$5.00** |  | **X 5 =** |  |
| **$10.00** |  | **X 10 =** |  |
| **$20.00** |  | **X 20 =** |  |
| **$50.00** |  | **X 50 =** |  |
| **$100.00** |  | **X 100 =** |  |
|  |  | **Total of Cash** |  |

**Cash Counter Name:**

***(Cash Counter 1 Signature)***

**Cash Counter Name:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Cash Counter 2 Signature)***

Processing CASH:

1) Two counters ( 1 must be PTA committee chair or board member) with cash

2) Count bills and coins

3) Complete top of Deposit Check/Cash Form

4) Place Cash in Top of Plastic Deposit Pouch and drop in safe

Processing CHECKS:

1. Stamp the back with the for deposit only stamp
2. Complete top of Deposit Check/Cash Form
3. Place Checks in lower section Plastic Deposit Pouch and drop in safe

*Revised 8/31/2016*