

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 _____