



Eastern Middle School PTA CASH / CHECK DEPOSIT FORM

Committee: _____ Date: _____

Source of Funds: _____

COIN TOTAL: \$ _____

CASH TOTAL: \$ _____

COIN & CASH
TOTAL: \$ _____

CHECKS:	AMOUNT	CHECK NUMBER	COMPANY NAME / LAST NAME
1)	\$ _____	_____	_____
2)	\$ _____	_____	_____
3)	\$ _____	_____	_____
4)	\$ _____	_____	_____
5)	\$ _____	_____	_____
6)	\$ _____	_____	_____
7)	\$ _____	_____	_____
8)	\$ _____	_____	_____
9)	\$ _____	_____	_____
10)	\$ _____	_____	_____

CHECK TOTAL: \$ _____

COIN, CASH &
CHECK
GRAND TOTAL: \$ _____

SUBMITTED BY: _____

Deposit Checklist:

- _____ **Attach a copy of all checks along with the checks.**
- _____ **Make a copy** of the deposit form and put it in your expense file.
- _____ Leave the completed deposit form and checks in the PTA Treasurer's blue envelope in the main office.
- _____ Inform your Committee's PTA Board VP of the deposit.