

RIVERSIDE SCHOOL PTA DEPOSIT SLIP

Please complete when depositing money from PTA events or sales before giving to the front desk. At least 2 people are to count all PTA funds received and sign this deposit form. Submit this form with all money received in an envelope to the front desk (for safe lock-up) until pick up by the Treasurer.

Name: _____

Date: _____

Email: _____

Event of Committee making deposit: _____

Total # and \$ amount of checks _____

Total \$100 bills _____

Total \$50 bills _____

Total \$20 bills _____

Total \$10 bills _____

Total \$5 bills _____

Total \$1 bills _____

Total coins _____

Total amount of deposit _____

Signature #1 _____ Date: _____

Signature #2 _____ Date: _____

For Treasurer's Use Only:

Date received by Treasurer: _____

Date deposited into bank: _____