STILLWATER ELEMENTARY PTSA
DEPOSIT FORM 2016 - 2017

DATE: _____
EVENT/COMMITTEE: _____
EVENT CHAIR/COMMITTEE CHAIR: _____

CASH			
BILLS	QUANTITY	AMOUNT	CODE(S)
100			
50			
20			
10			
5			
1			
OTHER			
COINS			
25			
10			
5			
1			
OTHER			
			CASH TOTAL

CHECKS			
NUMBER	NAME	AMOUNT	CODE
			CHECKS TOTAL

TOTALS	
CASH	
CHECKS	
	DEPOSIT TOTAL

COUNTED BY: _____

COUNTED BY: _____

*** Must always have 2 different signatures.**

Please attach all necessary checks, receipts, tally sheets, etc. **For cash, please use back of deposit form to record the name of the person who paid cash and how much they paid, or attach a separate tally sheet with this information**. Place in Treasurer's folder in PTSA files by staff mailboxes in the work/copy room and notify Treasurer in person, by phone/text or by email.

Treasurer: Jessica Bie & Mireille Bellemare
Phone: 206.713.2355 & 425.894.0343
Email: tres@stillwaterptsa.org

*** Deposits must be made within 5 days of receipt of funds.**

For Treasurer Only:

DATE RECEIVED: _____ **DEPOSIT AMOUNT: _____**
DATE DEPOSITED: _____

TREASURER SIGNATURE: _____

NOTES: _____

_____

CODES: 1-President, 2-Vice President, 3-Secretary, 4-Treasurer, 5-Enrichment, 6-Science Doc, 7-Art Ed, 8-Social, 9-Fundraising, 10-Advocacy, 11-Special Projects, 12-Outreach

NOTE: Codes to be used if deposit form contains funds for various categories, for example, Membership and Direct Donations (Fundraising) are on one deposit form.