

**STILLWATER ELEMENTARY PTSA
DEPOSIT FORM 2017 - 2018**

DATE: _____

BUDGET LINE ITEM: _____

EVENT CHAIR/COMMITTEE CHAIR: _____

CASH		
BILLS	QUANTITY	AMOUNT
100		
50		
20		
10		
5		
1		
OTHER		
COINS		
25		
10		
5		
1		
OTHER		
		CASH TOTAL

CHECKS		
NUMBER	NAME	AMOUNT
		CHECKS TOTAL

TOTALS	
CASH	
CHECKS	
	DEPOSIT TOTAL

COUNTED BY: _____

COUNTED BY: _____

* Must always have 2 different signatures from PTSA members

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. **After making a copy of the deposit form for yourself or the committee chair to be used for budget verification**, place original in the Treasurer's folder in PTSA files by staff mailboxes in the work/copy room OR in the PTSA black lock box and notify Treasurer in person, by text or by email.

Treasurer: Lindsey Tolson
Phone: 503.428.2166
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: _____

NOTE: Do not use one deposit form for multiple line items from the budget unless you've reviewed the need for a combined cashier at an event and formulated a plan with the treasurer. For example - the deposits for Running of the Balls raffle tickets and tshirts sales needs to be kept separate and each submitted with their own deposit form. But having 1 cashier at Nuts and Bolts is an exception with a plan in place to separate the transactions for accurate record keeping.