STILLWATER PTSA DEPOSIT FORM

DATE: _____

EVENT: _____

EVENT CHAIR/COMMITTEE CHAIR: _____

PAYPAL **Date Transferred from Paypal:** _____ **Total Paypal:** _____

CHECKS **#of Checks:**_____ **Total Checks:**_____

You can use reverse side of form to itemize more checks, and transfer your totals above

CASH **Total Cash:**_____

Write the sum of the Total Bills and the Total Coins in the Total Cash line above.

CASH		
BILLS	**#**	**AMOUNT**
$100		
$50		
$20		
$10		
$5		
$1		
	TOTAL	

COINS	#	AMOUNT
DOLLAR		
HALF-DOLLAR		
QUARTER		
DIME		
NICKEL		
PENNY		
	TOTAL	

CHECKS		
LAST NAME	**CHECK**	**AMOUNT**
	TOTAL	

TOTAL DEPOSIT **TOTAL DEPOSIT $**_____

Write the sum of the Total Checks, Total Cash, and Paypal in the Total Deposit line above.

Counter's Signature: _____ Date: _____

Counter's Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____

Entered into Money Minder: Date: _____

* PTSA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. ONE of these must be a PTA Board Member, but not necessarily the Chairperson of the event. BOTH must be hold a Stillwater PTSA Membership. Each counter and the event chairperson should retain a copy of this signed form for his/her records.

* At no time should PTSA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored at the school until it can be transferred into the Treasurer's custody.

*The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.