**Cash/Check Deposit Form**

Today’s Date:

Deposited by:

Committee to be credited:

Event to be credited:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CASH RECEIVED | | | | |
| # of Bills |  | Denomination | Total | Cash Count Confirmed By |
|  | X | $20 | $ | Name: |
|  | X | $10 | $ | Signature: |
|  | X | $5 | $ |
|  | X | $1 | $ | Name: |
|  | | Coins | $ | Signature: |
| TOTAL CASH | | | $ |

|  |  |  |
| --- | --- | --- |
| CHECKS RECEIVED | | |
| Check Number | Check Amount | Checks Confirmed By |
|  | $ | Name: |
|  | $ | Signature: |
|  | $ |
|  | $ | Name: |
|  | $ | Signature: |
| TOTAL CHECKS | $ |

TOTAL AMOUNT RECEIVED $

I confirm that I have counted the funds to be deposited in the above amounts. All cash payments must have a second count and signature. (This can be done by another committee member, the Treasurer, or Front Office Staff)

Signature 1:                                                                                              Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 2:                                                                                              Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this form and the money received to the Treasurer, Katie Trader, either in person or by dropping it off in the PTO Lock Box located just inside the front entrance.