

KRAMER ELEMENTARY PTA – DEPOSIT FORM

EVENT/COMMITTEE: _____ DATE: _____

CHAIRPERSON: _____ PHONE: _____

PERSON COMPLETING FORM: _____ PHONE: _____

(Please make sure that there are always 2 PTA members counting money to protect the reliability of the count.
Kramer teachers and staff are not allowed to handle PTA funds.)

TOTAL OF CHECKS

(Please attach a tape/written account.) \$ _____

BILLS	#	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
TOTAL		

TOTAL BILLS \$ _____

COINS	#	AMOUNT
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL		

TOTAL COINS \$ _____

TOTAL DEPOSIT \$ _____

COUNTER'S SIGNATURE: _____

COUNTER'S SIGNATURE: _____ DATE: _____

REC'D BY TREASURER: _____ DATE: _____

*****When turning in a deposit, please allow time for another count of the total deposit so a receipt can be given to the person turning in the deposit.*****