



Deposit Form

Use this form to submit funds to the PTSA Treasurer for deposit. Count your total funds and enter on appropriate lines below. If combining funds from more than one source please list amounts for each source individually (use back of page or attach breakdown if necessary). When calculating total funds to be deposited, all sources can be combined. If cash has been collected, amount must be verified and signed off by two people. Please make a copy of all checks (use up to 64% reduction to fit more on one page). Give this completed form and all checks, and copies of checks and cash to the PTSA Treasurer. Email questions to treasurer@sammamishptsa.org.

Depositor (your name) _____ Date _____

Activity/Event/Group (e.g. Class of 2016) _____

Source of Funds (e.g. Umbrella sales) #1 _____ Amount _____

#2 _____ Amount _____

#3 _____ Amount _____

Funds to be deposited:

Total Coin: \$ _____

Total Paper Currency: \$ _____

Total Amt of Checks: \$ _____

TOTAL \$ _____

Cash Verification (2 signatures required attesting to the amount if cash is included in the deposit)

_____ Date _____

_____ Date _____

Treasurer Use

Date Received _____ *Date Deposited* _____ *Budget Item* _____