

**WEST HOLLOW MIDDLE SCHOOL PTA**  
**REQUEST FOR DEPOSIT**

*To expedite the process, PLEASE Do the following:  
Cash should be in denomination order and all money face up. Checks should be checked  
that they are dated and signed and put in order of amounts and all staples removed.*

**THANK YOU!**

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

GIVEN TO TREASURER

BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

**AMOUNT GIVEN TO TREASURER:**

CASH: \_\_\_\_\_

CHECKS: \_\_\_\_\_

CREDIT CARD: \_\_\_\_\_

TOTAL DEPOSIT AMOUNT: \_\_\_\_\_

BUDGET LINE ITEM: \_\_\_\_\_

**SIGNATURES IN AGREEMENT WITH TOTAL AMOUNT TO BE DEPOSITED:**

CHAIRPERSON/PTA MEMBER: \_\_\_\_\_

TREASURER: \_\_\_\_\_

**BANK DEPOSIT INFORMATION:**

DATE OF BANK DEPOSIT: \_\_\_\_\_

TOTAL AMOUNT DEPOSITED: \_\_\_\_\_