

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: _____

Cash/Coins:

\$ 1.00 X = _____

\$ 5.00 X = _____

\$ 10.00 X = _____

\$ 20.00 X = _____

\$ 50.00 X = _____

\$ 100.00 X = _____

Coins = _____

Total Cash = _____