McCall Elementary PTA

Itemized Cash/Check Deposit Form (v4)

To be used when giving funds (cash/checks) to Treasurer

(Please make sure that there are always 2 people counting money to protect the reliability of the count.)

Event/Purpose		**Event Date**	
Chairman		**Today's Date**	
Person Completing Form		**Phone #**	

Name	Check #	Amount
	Subtotal	
	Subtotal From The Other Side	
	CHECKS TOTAL	

Bills	Count	Amount		Coins		Count	Amount
$100				Dollar	$1.00		
$50				50 Cent	$0.50		
$20				Quarters	$0.25		
$10				Dimes	$0.10		
$5				Nickels	$0.05		
$2				Pennies	$0.01		
$1							
	Bills Total					**Coins Total**	
						CASH TOTAL	

TOTAL DEPOSIT	

Fund Distribution	Amount
☐ Color Run ☐ Silent Auction ☐ Fall Book Fair ☐ Spring Book Fair ☐ Garden	$
☐ Fall Festival ☐ Spring Dance ☐ Coporate Sponsors ☐ Painless ☐ Hospitality	$
☐ Membership ☐ Spirit Store ☐ Spirit Nights ☐ School Supplies ☐ Yearbook	$
☐ Astronomy Club ☐ Spirit Wear ☐ Afterschool Programs ☐ Choir ☐ Field Day	$
☐ Other :	$
☐ Other :	$

Notes To Treasurer :

Signatures		Date
Counter's Signature		
Counter's Signature		
Received By Treasurer		

(When turning in a deposit, please allow time for another count of the total deposit.)

Name	Check #	Amount