

# Deposit Information Sheet

Santa Rita School PTA

Please use **deposit stamp to endorse ALL** checks. (The stamp is in the Treasurer's Box in the cabinet behind the front desk.) Attach check(s) to this form with a paper clip or enclose in an envelope with this form. Please do not staple. Leave in the same Treasurer's Box behind the front desk. Thanks!

Submitted by:		Date:
Email address:		
Description of Income:		
Number of Checks:	Checks: \$ _____	\$ _____ ones
Large cash deposits may be held for pick-up if you'd prefer. Call Amy.	Currency: \$ _____	\$ _____ fives
	Coins: \$ _____	\$ _____ tens
		\$ _____ twenties
		\$ _____ fifties
Total: \$ _____		

- Please be sure to:**
- write the number of checks submitted, especially important for a large quantity.
  - endorse all checks with the deposit stamp located in the Treasurer's box
  - specify amounts of currency (bills and coins)
  - itemize the amount of each denomination (above, right)
  - for a large amount of cash, it is highly recommend 2 people count it before submitting

## Income Accounts (check one) :

- |   |   |
|---|---|
| <input type="checkbox"/> 5th Grade Supplies<br><input type="checkbox"/> Bobcat Chase<br><input type="checkbox"/> Cans for Cash<br><input type="checkbox"/> Direct Donation<br><input type="checkbox"/> Directory<br><input type="checkbox"/> Family Event Night<br><input type="checkbox"/> Hot Lunch<br><input type="checkbox"/> Library | <input type="checkbox"/> Merchant Rebate<br><input type="checkbox"/> PTA Membership<br><input type="checkbox"/> Spell-A-Thon<br><input type="checkbox"/> Spirit Wear<br><input type="checkbox"/> Witches' Delight<br><input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Birthday Book Club<br><input type="checkbox"/> Book Fair<br><input type="checkbox"/> Lost book charges   |   |