

## Manning PTA Deposit Form

Today's Date: \_\_\_\_\_ Event: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Person Completing Form (if different than Chairperson): \_\_\_\_\_

**CHECKS**      Total of checks: \$ \_\_\_\_\_ # of checks: \_\_\_\_\_  
 (Use reverse side of form to itemize all checks)

**CASH**      Total cash      \$ \_\_\_\_\_ (Total Bills + Total Coins)

**Total Cash:**

Type of Bill	#	Amount	Type of Coin	#	Amount
\$100.00			\$1.00		
\$50.00			50¢		
\$20.00			25¢		
\$10.00			10¢		
\$5.00			5¢		
\$1.00			1¢		
Total Bills	Total	\$	Total Coins	Total	\$

**TOTAL DEPOSIT**      \$ \_\_\_\_\_ (Total checks + Total cash)

\_\_\_\_\_  
 Signature of person turning in money

\_\_\_\_\_  
 Signature of 2<sup>nd</sup> person verifying money

\_\_\_\_\_  
 Received by Treasurer

\_\_\_\_\_  
 Date

Date deposited at bank: \_\_\_\_\_

Total amount given to Treasurer and total amount deposited in the bank should be the same.

If there is a difference, explain here. \_\_\_\_\_

\_\_\_\_\_

**Checks Itemized**

	Last Name	Ck #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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	Last Name	Ck #	Amount
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41			
42			
43			
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70			

# of Checks \_\_\_\_\_

Total of Checks \$ \_\_\_\_\_