



## Deposit Form

Please complete this form when **depositing monies from PTA events or sales**. At least two (2) PTA members are to count all funds received and complete this deposit form (the event/committee chair, and one other signer). Submit this form along with all monies received and receipts for PTA events/sales in an envelope or moneybag to the PTA treasurer **within 24 hours** of the event/sale. PTA Treasurer must verify and provide a receipt for all money received. If the PTA Treasurer is not available, the PTA President may complete the transaction.

Event/Committee making Deposit: \_\_\_\_\_ Deposit Total: \_\_\_\_\_

Checks: \$ \_\_\_\_\_  
\$20.00 bills: \$ \_\_\_\_\_  
\$10.00 bills: \$ \_\_\_\_\_  
\$5.00 bills: \$ \_\_\_\_\_  
\$1.00 bills: \$ \_\_\_\_\_  
Coins: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

Event/Committee Chair Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Comments/Instructions: \_\_\_\_\_

Event/Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second PTA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Submit this form, all monies received, and receipts in an envelope or moneybag to the PTA treasurer.

### For Treasurer use only:

Date Received by Treasurer: \_\_\_\_\_ Date of Bank Deposit: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Abington Heights Middle School Parent Teacher Association  
1555 Newton Ransom Boulevard, Clarks Summit, PA 18411