PES PTA DEPOSIT SLIP

|  |  |
| --- | --- |
| Revenue Type | Amount |
| Revenue Type | Amount |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Money collected for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Chair’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Check # | Name | Amount |  | Check # | Name | Amount |
| 1 |  |  |  | 25 |  |  |  |
| 2 |  |  |  | 26 |  |  |  |
| 3 |  |  |  | 27 |  |  |  |
| 4 |  |  |  | 28 |  |  |  |
| 5 |  |  |  | 29 |  |  |  |
| 6 |  |  |  | 30 |  |  |  |
| 7 |  |  |  | 31 |  |  |  |
| 8 |  |  |  | 32 |  |  |  |
| 9 |  |  |  | 33 |  |  |  |
| 10 |  |  |  | 34 |  |  |  |
| 11 |  |  |  | 35 |  |  |  |
| 12 |  |  |  | 36 |  |  |  |
| 13 |  |  |  | CASH |
| 14 |  |  |  |  | Name | Amount |
| 15 |  |  |  | 1 |  |  |
| 16 |  |  |  | 2 |  |  |
| 17 |  |  |  | 3 |  |  |
| 18 |  |  |  | 4 |  |  |
| 19 |  |  |  | 5 |  |  |
| 20 |  |  |  | 6 |  |  |
| 21 |  |  |  | 7 |  |  |
| 22 |  |  |  | 8 |  |  |
| 23 |  |  |  |  | NO STAPLES!! KINDLY REMOVE ALL STAPLES FROM CHECKS PRIOR TO SUBMITTING DEPOSIT |  |
| 24 |  |  |  |  |  |  |

 Check Subtotal: \_\_\_\_\_\_\_\_\_\_\_ Cash Subtotal: \_\_\_\_\_\_\_\_\_\_

 Checks $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Currency $\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Counted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Coin $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Counted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Deposit must be counted by two people before submitting to the Financial Secretary.**

For Financial Secretary use: Deposit Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Unrestricted \_\_\_\_\_\_\_ (check) Cash Restricted (see back and enter) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month Reconciled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_