

## AES PTA DEPOSIT FORM

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

| Cash        |           |             |
|-------------|-----------|-------------|
|             | How Many? | Total Value |
| \$100 Bills |           | \$          |
| \$50 Bills  |           | \$          |
| \$20 Bills  |           | \$          |
| \$10 Bills  |           | \$          |
| \$5 Bills   |           | \$          |
| \$1 Bills   |           | \$          |
| Coins       | N/A       | \$          |

| Checks <i>(list additional checks on the back)</i> |         |       |
|--|---------|-------|
| Last Name  | Check # | Value |
|  |         | \$    |
|  |         | \$    |
|  |         | \$    |
|  |         | \$    |
|  |         | \$    |
|  |         | \$    |
| <i>Total Number and Value of checks from back</i>  |         | \$    |

Cash Total      \$  

+

Check Total      \$  

=

**TOTAL VALUE OF DEPOSIT:**      \$  

Comments or Instructions:

Signature 1: \_\_\_\_\_

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

Printed Name 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

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

Printed Name 2: \_\_\_\_\_

*(use a second person - a non-family member of the first signature - if over \$200 cash)*

*(recommendation: take a picture of the completed and signed deposit form)*

**For Treasurer's Use Only:**

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

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

Questions: email [AESPTAtreasurer@gmail.com](mailto:AESPTAtreasurer@gmail.com)

AES PTA Deposit Form, 2017.11