



## Deposit Detail

- Deposits must be counted and detail signed by two PTA members.
- Staff members may not sign a deposit detail sheet.
- Always turn in funds to the Co-Treasurer. Contact Shekira Shamahamad at 425-559-5346 if you have funds to turn in.

Date: \_\_\_\_\_ Committee/Program: \_\_\_\_\_

Checks				Cash		
Item Count	Name	Check #	Amount	Denomination	Count	Amount
1				\$1.00	X	
2				\$5.00	X	
3				\$10.00	X	
4				\$20.00	X	
5				\$50.00	X	
6				\$100.00	X	
7				\$.25 (quarters)	X	
8				\$.10 (dimes)	X	
9				\$.05 (nickels)	X	
10				\$.01 (pennies)	X	
11						
12						
13						
14						
15						
<b>Subtotals</b>			\$			\$
<b>Deposit Total</b>						\$

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

**For Co-Treasurer's Use Only**

Co-Treasurer's Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Accounting: \_\_\_\_\_