

BARNARD EARLY CHILDHOOD CENTER
PTA DEPOSIT FORM

FOR TREASURER USE ONLY

Date Received: _____

Date Deposited: _____

Entered to Quickbooks: _____

Name of Submitter: _____ Phone Number: _____

Email Address: _____

Event/Fundraiser/Category: _____

Today's Date: _____

Date(s) of Event: _____

	<u>Number</u>	<u>Value</u>
Checks:	_____	\$ _____
Cash:		
100's	_____	\$ _____
50's	_____	\$ _____
20's	_____	\$ _____
10's	_____	\$ _____
5's	_____	\$ _____
1's	_____	\$ _____
coins	_____	\$ _____
Total Cash	_____	\$ _____
Total for Deposit (cash and checks)		\$ _____

Signature of person 1 submitting fund for deposit

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All money for deposit must be counted by at least two authorized PTA Board Members. In accordance with PTA by-laws, this deposit record shall be retained by the Treasurer and a copy of it should be kept with the committee/event chair.

Please contact: Liz Villano (BarnardPTATreasurer@gmail.com) to arrange for a deposit.

Reminder: Deposits must be made promptly for the Barnard PTA to remain in compliance with PTA By-laws.