

Deposit Form

Instructions:

1. Complete and submit this form, along with cash and/or checks to the Treasurer's mailbox located in the school office or to the Assistant Treasurer (*address below*). Please inform the assistant treasurer via email, when submitting to the school office mailbox.
2. Submit all check deposits within **10 days** of collection. Cash deposits must be made within **2 days** of an event
3. If you are collecting cash/checks over a period of weeks or months, please make multiple deposits (per the timeframes listed above). All **June 2021** deposits are due by 6/04/2021.
4. Cash deposits greater than \$250 will need to be re-counted **in person** by the Assistant Treasurer at the time of delivery. Please allow time for this.
5. No more than 35 checks per deposit

Income Detail:

Checks # of Checks: _____ Subtotal Checks: \$ _____

Cash Currency \$ _____

Coln \$ _____

Subtotal Cash: \$ _____

Total Deposit: \$ _____

Submitted By: _____ Date submitted: _____

Phone: _____ Email: _____

Committee Name: _____

Event: _____

Questions? Contact

Gretchen Cappiello, PTA Treasurer Elect
treasurer-elect@mckenziepta.com

Treasurer use only:

Received by _____ Date: _____ Date Deposited _____ Amount: \$ _____