

Deposit Form - 2020-2021

Highlands Elementary School - PTA

Return to Heidi Weis (Assistant Treasurer) c/o PTA Mailbox

(Please contact Heidi at jhweis0130@gmail.com with any questions)

Committee/Event	
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Currency/Coins – Detail on Back		\$
Checks	Number of Checks:	\$

Total Deposit:	\$
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Please allocate the deposit to one or more of the following budget categories:

Auction	\$
Book Fair	\$
Box Tops	\$
Carnival	\$
Chat N Chew	\$
Donations-BWE	\$
Hawk Night Flight	\$
Holiday Shop	\$
Membership Dues	\$
Other Income – Misc.	\$
Party Dues/Room Parent Coordinator	\$
Retail/Dining Partners	\$
Scrip	\$
Skating Parties	\$
Spirit Items	\$
Variety Show	\$
Other (Please Specify)	\$
Total Deposit:	\$

Submitted by: _____ Date: _____

Signature: _____

For Assistant Treasurer's Use Only:

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

Assistant Treasurer's Signature: _____ Date: _____

Currency

Cash – Bills	Quantity	Total
\$1		
\$2		
\$5		
\$10		
\$20		
\$50		
\$100		
	Total Currency:	

Coin

(Note: Coin deposits in excess of \$5.00 do not need to be counted – unless you would like to do so. Larger coin deposits will be taken to the bank and counted by the bank's automated coin counter.)

Coin	Quantity	Total
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
	Total Coin:	
	<u>Total Coin and Currency:</u>	