

For Office Use Only
Amount: \$ _____
Date Received: _____
Date Entered: _____

Deposit Form
Wilchester Elementary PTA

Date: _____

ENCLOSED PLEASE FIND:

\$ _____ In Cash Counted By _____ and _____

 (Two names are required if over \$250)

\$ _____ In Checks

Number of checks = _____
 (If number of checks is 6 or more, attach detailed written record per "Guidelines from the Treasurer")

\$ _____ Total Deposit

CREDIT THIS DEPOSIT TO THE FOLLOWING BUDGET/ACCOUNT:

(Be specific – i.e. carnival, membership, school supplies, directory, etc.)

NAME: _____

PHONE NUMBER: _____ Email address: _____

Put Deposit in a Sealed Envelope

 (Cut here and retain for your records)

Date: _____

Name: _____

Account/Budget: _____

\$ _____ (Cash) + \$ _____ (Checks) = \$ _____ (Total)