

## Davis Elementary PTA Deposit Form

Please use this form when submitting cash and/or checks to be deposited into the PTA checking account.

**STEP 1:**

Date \_\_\_\_\_

Form Completed By: \_\_\_\_\_

# of Checks Included: \_\_\_\_\_

### Total Deposit:

**STEP 2:**

Cash counted by (Signature #1): \_\_\_\_\_

Cash counted by (Signature #2): \_\_\_\_\_

Dollar Total of Cash	\$	
Dollar Total of Checks	+	
Total in the Deposit	=	

*(If you did NOT start with a money bag/box, STOP HERE)*

*(If you had a money bag, please complete next two lines to get your deposit amount)*

Subtract your starting cash	-	
Total Deposit not including starting cash		

### Apply this Deposit to the following account (s):

**STEP 3:**

Name of committee/account

	AMOUNT
	\$
	\$
	\$
	\$

Please provide your e-mail if you would like a confirmation receipt

**STEP 4:**

E-Mail Address: \_\_\_\_\_  
*(Phone number if no e-mail)*

*Treasurer use only:*

Deposit verified _____	Date Deposited: _____
Depositor notified _____	Sales Tax withheld: _____
	Quarter: 1st    2nd    3rd    4th

If you have any questions, please contact the Treasurer at  
[ptatreasurer@davisdolphins.org](mailto:ptatreasurer@davisdolphins.org)