

Hornsby PTSA Deposit Form

Sort monies, have 2 people count, place monies & form in SEALED ENVELOPE. Give to Treasurer, Cindy Carlson (919-358-4091, cindy.heff.carlson@gmail.com), OR place in Office Mailroom LockBox & let Cindy know it's there.

COMMITTEE: _____ NAME: _____

BUDGET LINE ITEM: _____

Please list amounts if more than one line item

i.e. Membership (\$250), Spirit Wear (\$400)

	Number of	\$Amount
CURRENCY: Ones	_____	_____
Fives	_____	_____
Tens	_____	_____
Twenties	_____	_____
Fifties	_____	_____

TOTAL CURRENCY: \$ _____

COINS: Pennies	_____	_____
Nickels	_____	_____
Dimes	_____	_____
Quarters	_____	_____
Other	_____	_____

TOTAL COINS: \$ _____

NUMBERS OF CHECKS: _____ **TOTAL VALUE OF CHECKS:** \$ _____

TOTAL DEPOSIT AMOUNT: \$ _____

SIGNATURE 1: _____

SIGNATURE 2: _____

DATE: _____

Please Note: Two people need to count the money before giving to treasurer

TREASURER SIGNATURE: _____ DATE DEPOSITED: _____