

Harrington PTA Deposit(Cash/Check)

Today's Date: _____

Your Name: _____

Event/Date: _____

DEPOSIT Protocol:

Step1: Use this format when submitting cash and check for deposits.

Step2: Record each cash and check received as a separate entry.

Step3: Individually list the checks with check number, name and amount on this form or attach a list.

Step4: Submit to event chair and V.P. for signature before submitting to treasurer.

Total Cash Deposit: \$ _____

Total Check Deposit: \$ _____

Entry No.	Check Number	Name	Amount
Total:			

☐ A list of checks to be deposited is attached.

Committee Chair Signature: _____ **Date:** _____

V.P. Signature: _____ **Date:** _____

****Please make sure that the checks are properly filled out, if there are checks with errors, the form will be returned for corrections.**