

Deposit Form

Instructions:

1. Complete and submit this form, along with cash and/or checks to the lockbox located in the office or to the Assistant Treasurer (*address below*).
2. Submit all check deposits within **10 days** of collection. Cash deposits must be made within **2 days** of an event.
3. If you are collecting cash/checks over a period of weeks or months, please make multiple deposits (per the timeframes listed above). All **June 2013** deposits are due by 6/07/2013.
4. Cash deposits greater than \$250 will need to be re-counted **in person** by the Assistant Treasurer at the time of delivery. Please allow time for this.
5. No more than 35 checks per deposit (with exception to grocery dollars)

Income Detail:

Checks # of Checks: _____ Subtotal Checks: \$ _____

Cash Currency \$ _____

Coin \$ _____

Subtotal Cash: \$ _____

Total Deposit: \$ _____

Submitted By: _____ Date submitted: _____

Phone: _____ Email: _____

Committee Name: _____

Event: _____

Questions? Contact

Karen Hirata, Assistant PTA Treasurer

212 Catalpa Pl Wilmette, IL 60091

847-920-9887 224-235-7773 (cell)

KarenHHirata@gmail.com (*please note the 2 "h's" in the middle*)

Treasurer use only:

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

Committee _____ Income Category _____ Date EQ _____