

# Deposit Form

## McKenzie PTA 2010-2011

### Instructions:

1. Complete this form.
2. Submit this form, along with cash and/or checks to the Assistant Treasurer.
3. Submit all check deposits within **10 days** of collection. Cash deposits must be made within **2 days** of an event.
4. If you are collecting cash/checks over a period of weeks or months, please make multiple deposits (per the timeframes listed above). All June 2011 deposits are due by 6/09/2011.
5. 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.
6. **No more than 35 checks per deposit** (with exception to grocery dollars)

### Income Detail:

•Number of Checks: \_\_\_\_\_ Subtotal Checks: \$ \_\_\_\_\_

•Cash:           Currency           \$ \_\_\_\_\_

                  Coin               \$ \_\_\_\_\_

                                  Subtotal Cash:   \$ \_\_\_\_\_

**Total Deposit:**       \$ \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Event: \_\_\_\_\_

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### Treasurer use only:

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

Committee \_\_\_\_\_ Income Category \_\_\_\_\_ Date EQ \_\_\_\_\_