

# Deposit Form

## McKenzie PTA 2009-2010

### 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 2010 deposits are due by 6/09/2010.
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.

### Income Detail:

- Number of Checks: \_\_\_\_\_ Subtotal Checks: \$ \_\_\_\_\_
- Cash                      Currency      \$ \_\_\_\_\_  
                                         Coin              \$ \_\_\_\_\_  
                                         Subtotal Cash:      \$ \_\_\_\_\_

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

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

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

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

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

Arti Bedella, Assistant PTA Treasurer  
1602 Spencer Avenue  
Wilmette, IL 60091  
847-728-0107  
bedella@comcast.net

Treasurer use only:

Received by \_\_\_\_\_ Date: \_\_\_\_\_ Date Deposited \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Committee \_\_\_\_\_ Income Category \_\_\_\_\_ Date EQ \_\_\_\_\_