

**SBMS PTA**  
2009-2010

**DEPOSIT SLIP**

**DATE:** \_\_\_\_\_

**COMMITTEE/EVENT:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

	<u>Chairman</u>	<u>2nd Count</u>	<u>Treasurer</u>
<b>CHECKS:</b>			
No. of Checks	_____	_____	_____
Amount of Checks	\$ _____	\$ _____	\$ _____
<b>CASH</b>			
Cash - Currency	\$ _____	\$ _____	\$ _____
Cash – Coins	\$ _____	\$ _____	\$ _____
<b>TOTAL DEPOSIT</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Signature:</b>	_____	_____	_____
<b>Date:</b>	_____	_____	_____

**INSTRUCTIONS:**

1. Use this form when turning in any PTA monies collected. All cash and checks should be turned over to the Treasurer as quickly as possible.
2. Next to "PURPOSE," fill in the activity that generated the cash and checks. Ex.: PTA dues, etc.
3. Fill in your figures under the "Chairman" column. Have a second person verify these amounts and fill in under the "2<sup>nd</sup> Count" column. The Treasurer will recount the cash and checks and put those figures under "Treasurer".
4. Sign and date the form. Please give Lee Luttrell a call when leaving any deposits in the PTA folder so that deposits can be made as quickly as possible. No cash should be left in the school office. Contact the Treasurer to make special arrangements for turning over any cash. Wrap this form around your deposit items and place it in a ziplock bag or envelope. Put the whole deposit in the folder marked "Deposits to be Made" in the PTA folder area.
5. Keep a copy of this form for your records.

Sally Giammalva  
PTA Treasurer  
713-464-4222  
ssgiammalva@comcast.net