

FWES PTA Deposit Form

Please complete this form when handing over money from PTA events or fundraisers. Submit the form with all money (cash, checks, coins) for deposit in an envelope or moneybag and give it to the PTA treasurer – within two days of the event whenever possible. **Please allow 10 business days to receive a check for the related activity.**

Name _____ Phone # _____

Address _____ Zip Code _____

Amount of deposit _____

Event OR Committee making Deposit _____

Total Amount of Checks
(attach list of all checks) _____

Total Amount of \$20.00 bills _____

Total Amount of \$10.00 bills _____

Total Amount of \$5.00 bills _____

Total Amount of \$1.00 bills _____

Total Amount of COINS _____

Other _____

FINAL TOTAL _____

Comments or special instructions:

Signature _____ Date _____



For Treasurer use only:

Date Received by Treasurer _____

Date Deposited in Bank _____

Please submit with deposit in an envelope or moneybag to the FWES PTA treasurer.