



# Evergreen PTA

  

## Deposit Count Sheet

Date: \_\_\_\_\_

Program/Event: \_\_\_\_\_

Always have TWO people count the money and sign this form.  
 Return this form and all monies to the Treasurer or PTA safe.  
 NEVER pay anyone directly with cash received from a PTA Event.

Counter 1 Signature: \_\_\_\_\_

Counter 2 Signature: \_\_\_\_\_

Item	Quantity	Amount
\$100s		\$
\$50s		\$
\$20s		\$
\$10s		\$
\$5s		\$
\$2s		\$
\$1s		\$
<b>Cash Subtotal:</b>		<b>\$</b>

One-dollar coins		\$
Fifty-cent coins		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
<b>Coin Subtotal:</b>		<b>\$</b>

<b>Checks Subtotal:</b>		<b>\$</b>
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(attach adding machine tape if more than 10)

**TOTAL DEPOSIT:** \$

*For Treasurer's Use Only:*

Balanced/Short/Over (circle)      Amount (if short/over) \_\_\_\_\_

Receipt # \_\_\_\_\_ Date Verified \_\_\_\_\_ Date Deposited \_\_\_\_\_

Notes \_\_\_\_\_