

Deposit #: _____

Pinchbeck Elementary PTA Receipt for Deposit

Date: _____

Total Cash Amount \$ _____

Total Checks + \$ _____

Grand Total Deposit = \$ _____

Name of Fundraiser or Income Category:

Explanation of Deposit:

Names of **TWO** Persons verifying the Deposit: (required)

1) Print Name: _____ Sign: _____ Phone #: _____

2) Print Name: _____ Sign: _____ Phone #: _____

**Note: Money should never be taken home with anyone BEFORE being verified by at least 2 people (one should always be the fundraising chairperson). Verification should take place immediately. Both people need to print and sign their names and include a phone number. Please deliver the money with the completed form to the Treasurer as soon as the verification is complete. The Treasurer will verify the deposit before taking it to the bank.*

PLEASE staple all backup data to the BACK of this form. Make a copy for your records.

Treasurer's Verification Signature: _____ **DATE:** _____

Category: _____ Amount: \$ _____

_____ Amount: \$ _____

_____ Amount: \$ _____

_____ Amount: \$ _____

TOTAL DEPOSIT: \$ _____