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 **BANK DEPOSIT FORM**

**DOUGLAS FREEMAN PTSA**

**2018/2019**

**Date prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use this form to prepare money for deposit into the PTA Team bank account.

The PTA treasurer will review and make the deposit at the bank.

For checks: List of spreadsheet of individual checks with a total; attach to form

For cash deposits: Sort by currency type and total.

|  |  |
| --- | --- |
|  | **AMOUNT** |
| Coins |  |
| Paper Currency |  |
| Checks |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Deposit |  |

**Treasurer’s Use: Date Deposited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer - Debbie Fagan - debbiefagan@comcast.net - (804) 513-4599**