

Haycock PTA Deposit Notice

Your Name _____ Phone _____

Date Submitted _____

Category _____

Total Amount \$ _____

Specific Description of Source (ex: *Halloween Party tickets, refreshment sales, etc.*)

Complete the following information for your deposit.

Use PTA endorsement stamp on back of each check. Sort checks in order by amount.

Cash	Checks (continue on back)
\$100 x _____ = _____.	_____ x _____ = _____.
\$50 x _____ = _____.	_____ x _____ = _____.
\$20 x _____ = _____.	_____ x _____ = _____.
\$10 x _____ = _____.	_____ x _____ = _____.
\$ 5 x _____ = _____.	_____ x _____ = _____.
\$ 1 x _____ = _____.	_____ x _____ = _____.
\$1 x _____ = _____.	_____ x _____ = _____.
(coin)	_____ x _____ = _____.
0.25 x _____ = _____.	_____ x _____ = _____.
0.10 x _____ = _____.	_____ x _____ = _____.
0.05 x _____ = _____.	_____ x _____ = _____.
0.01 x _____ = _____.	Number of Checks _____
Total Cash \$ _____	Total Checks \$ _____

Accepted by (PTA Treasurer) _____ Date _____

For Treasurer's Use Only

Category _____ Transaction ID _____ Deposit Date _____ Logged _____