

# 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.**

<b>Cash</b>	<b>Checks (continue on back)</b>
\$20 x _____ = _____.	_____ x _____ = _____.
\$10 x _____ = _____.	_____ x _____ = _____.
\$ 5 x _____ = _____.	_____ x _____ = _____.
\$ 1 x _____ = _____.	_____ x _____ = _____.
0.25 x _____ = _____.	_____ x _____ = _____.
0.10 x _____ = _____.	_____ x _____ = _____.
0.05 x _____ = _____.	_____ x _____ = _____.
0.01 x _____ = _____.	Number of Checks _____
<b>Total Cash \$</b> _____	<b>Total Checks \$</b> _____

Accepted by (PTA Treasurer) \_\_\_\_\_ Date \_\_\_\_\_

For Treasurer's Use Only

Category \_\_\_\_\_ Transaction ID \_\_\_\_\_ Deposit Date \_\_\_\_\_ Logged \_\_\_\_\_