

DEPOSIT FORM

2011 – 2012 / OAK GROVE PTA

Name: _____

Date: _____

Please fill out form **completely** *including* the verification/signature section below.
 Deliver this completed form and related money to the PTA Treasurer on a timely basis.

NOTE: CASH should NEVER be left in the Treasurer's school mail box!

Number of Checks: _____

Total Dollar Value of Checks: \$ _____

Total Currency: \$ _____

Total Coins: \$ _____

List coins separately by denomination in box at right

Total Deposit: = _____

****** Coins ******

| | Total Value |
|--------------|-------------|
| Dollars | |
| Half Dollars | |
| Quarters | |
| Dimes | |
| Nickels | |
| Pennies | |
| TOTAL | |



Please **circle the account** for this deposit:

- | | | |
|-----------------------|----------------------------|---------------------|
| Advertising | Faculty/Staff Appreciation | School Pictures |
| Art Show | Fall Festival | School Supplies |
| Book Fairs | Family Dance | Spirit Wear |
| Boosterathon | Field Day | Track Club |
| Class Funds | Fun Run | Voluntary Donations |
| Gifts & Contributions | Membership | Yearbook |

Other Income (describe) _____

Verification: (signature of the two counters)
*We the undersigned certify these funds were received for
 PTA activities and were properly accounted for.*

Signature: _____

Signature: _____

For Treasurer's Use Only

Date Received: _____

Amount Received: \$ _____

Date Deposited: _____

Date Recorded in QB's: _____

