

Nixon PTA Deposit Request Instructions

1711 Stanford Avenue, Stanford, CA 94305

Instructions:

1. Count the money received from your event or program carefully. Sort cash by denominations. If possible, please roll up coins in appropriate coin sleeves. Bank will not accept large amount of loose coins unless they are rolled.
2. Fill out the deposit request.
3. Use **one** Deposit Request form for each event or program. If you are requesting deposit for 3 events, please fill out 3 separate request forms. This will help in the accounting of PTA monies.
4. Contact the Financial Secretary and arrange to turn over the money and the completed form for verification and deposit.
5. If you collected large number of checks and you are comfortable using a spreadsheet, it is acceptable to turn in the deposit request with a spreadsheet print out of all the checks and the amount. Please be sure to list check number and amount similar to what is required on the deposit request form. In this case, please also e-mail the spreadsheet to the Financial Secretary or Treasurer. This should ease the time required to add up all the checks and minimize the amount of work required to complete and verify the deposit request.

Nixon PTA Deposit Request
1711 Stanford Avenue, Stanford, CA 94305

Submitted by:	Signature:	Date:
Verified by:	Signature:	Date:

Event/Date: _____

Coins (enter \$ amt)

Pennies _____
 Nickels _____
 Dimes _____
 Quarters _____
 Others _____

Total Coins (line a) _____

Currency (enter \$ amt)

\$1.00 _____
 \$5.00 _____
 \$10.00 _____
 \$20.00 _____
 Others _____

Total Currency (line b) _____

Checks (enter check # and \$ amt)

_____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____
 # _____ \$ _____

Total Checks (line c) _____

Total checks from reverse side:

Total from back (line d) _____

Total Deposit (add lines a,b,c,d together)

Total _____

