

Request for Deposit

Valentine Hills PTA 2008-2009

Please follow the directions below and accurately complete Part A below to ensure a timely deposit in the bank.

1. Count the money received immediately after the event. The committee chairperson (or activity assigned representative) and AT LEAST one other unrelated person should count the funds. Both parties must prepare the form and sign below to verify the amount.
2. Include adding machine tapes for currency, coin and checks with the deposit.
3. Seal the money in an envelope. Include the completed deposit request. Clearly mark the envelope "DEPOSIT" along with the date and event.
4. Place the sealed envelope in the school safe.
5. Email (preferred) or call the treasurer(s) as soon as the deposit has been prepared for the bank.

Thank you,

Leta McDonald and Jane Kennedy, Valentine Hills PTA Treasurers

princessofmayhem@aol.com / janeekennedy@msn.com (651-633-0962)

Part A

Date Prepared: _____ Date of the Event (when funds were collected): _____

Prepared by: 1. _____ Phone: _____
2. _____ Phone: _____

Coin	
Currency	
Checks	
Total Deposit	

Description of activity: _____

Part B (For Treasurer's Use Only)

Date of Deposit: _____

Budget Account Title

Amount

Verified by: _____ Phone: _____