

# park jr high school ptc



## PARK PTC DEPOSIT FORM

Event: \_\_\_\_\_

Your Name: \_\_\_\_\_

Addtl. Cash Counter Name: \_\_\_\_\_

Coins \_\_\_\_\_

Cash

1 x \_\_\_\_\_ = \_\_\_\_\_

5 x \_\_\_\_\_ = \_\_\_\_\_

10 x \_\_\_\_\_ = \_\_\_\_\_

20 x \_\_\_\_\_ = \_\_\_\_\_

50 x \_\_\_\_\_ = \_\_\_\_\_

Checks \_\_\_\_\_

Total Deposit (Coins + Cash + Checks) \_\_\_\_\_

Please see Page 2 for instructions

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**Please remove all staples!**

Have 2 adults handle cash at all times.

Please submit all bills sorted and face up.

Deposit all money in the safe until you can notify the Treasurer of a deposit.

Please attach adding machine tape tally when submitting more than 10 checks.

Please make arrangements to give all deposits to the treasurer in person.