

**Spring Branch Middle School PTA  
2018 - 2019  
DEPOSIT SLIP**

DATE: \_\_\_\_\_

COMMITTEE/EVENT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

|                      | <u>Chairman</u> | (IF CASH INCL)<br><u>2nd Count</u> | <u>Treasurer</u> |
|----------------------|-----------------|------------------------------------|------------------|
| <b>CHECKS:</b>       |                 |                                    |                  |
| No. of Checks        | _____           | _____                              | _____            |
| Amount of Checks     | \$ _____        | \$ _____                           | \$ _____         |
| <b>CASH</b>          |                 |                                    |                  |
| Cash - Currency      | \$ _____        | \$ _____                           | \$ _____         |
| Cash – Coins         | \$ _____        | \$ _____                           | \$ _____         |
| <b>TOTAL DEPOSIT</b> | <u>\$ _____</u> | <u>\$ _____</u>                    | <u>\$ _____</u>  |
| <b>Signature:</b>    | _____           | _____                              | _____            |
| <b>Date:</b>         | _____           | _____                              | _____            |

**INSTRUCTIONS:**

1. Use this form when turning in any PTA monies collected. All cash and checks should be turned into the Treasurer as quickly as possible.
2. Next to "PURPOSE," fill in the activity that generated the cash and checks. Ex.: PTA dues, etc.
3. Fill in your figures under the "Chairman" column. Have a second person verify these amounts and fill in under the "2<sup>nd</sup> Count" column if cash is part of the deposit. The Treasurer will recount the cash and checks and put those figures under "Treasurer". *Please note the detail of any cash and currency on the back of this form (number of \$20s, \$10, \$5s, \$.25, etc.) to further support the total and verification process.*
4. Sign and date the form. Please give the Treasurer a call when leaving any deposits in the PTA folder so that deposits can be made as quickly as possible. No cash should be left in the school office. Contact the Treasurer to make special arrangements for turning over any cash. Wrap this form around your deposit items and place it in a ziplock bag or envelope. Put the whole deposit in the PTA Treasurer folder in the Teacher Lounge or deliver to below address.
5. Keep a copy of this form for your records.

Billie Davis, PTA Treasurer 2018-2019  
1 Pine Crescent Court  
Houston, TX 77024

Cell: (713) 822-1452  
billiedavis@aol.com