

Sarah Smith PTA 2011-2012

Deposit Form

Aug 25, 2011

Please see "Treasurer Procedures for Committees " on the SRS website under Treasurer Procedures and Forms for a step by step guide.

Date: _____

Name: _____ Phone: _____

Credit Deposit to : PLEASE Check One.

Grade Level Field Trips	Fundraising	Other
K Field Trip Money Held	NBCA -Christmas Tree Sales	Bingo Night
1st Grade Field Trip Money Held	PTA Dues and Donations(see below)	5th Grade Graduation
2nd Grade Field Trip Money Held	Innisbrook	Global Tribute Garden
3rd Grade Field Trip Money Held	Pumpkin Sale	Fun Run - Fall Festival
4th Grade Field Trip Money Held	Read - a - Thon	International Travelers
5th Grade Field Trip Money Held	Spirit Wear	Mardi Gras
5th Grade Overnight Trip Money Held	SSEF	Parent Teacher Social
Challenge Field Trip Money Held	Playground	Recycling
		School Store
		Toolbox School Supplies
		Yearbook

Other: (Please Specify)

The Undersigned certifies that the funds were received for PTA approved activities and were properly accounted for:

Authorization: _____

Signature of Person Accounting for Funds: _____

Rolled Coin Total \$ _____

Cash Dollar Total \$ _____

Check Total \$ _____ # Checks _____

Remember: Please stamp all checks "FOR DEPOSIT ONLY". Stamp is located in Treasurer's Mailbox.

Total Deposit \$ _____

For PTA Dues and Donations:

Membership: _____ New Members @ \$30 \$ _____

Directories: _____ Additional Directories @ \$5 \$ \$ _____

Donations: \$ _____

Total: \$ _____

IMPORTANT

- * Return this completed form to PTA Treasurer with funds to be deposited along with supporting documentation.
- * Deposits are picked up on Fridays... please e-mail Treasurers if you have left a deposit in the school safe.
- * NEVER LEAVE CASH IN THE PTA ROOM!

Questions? Contact:

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Julie Hammond (404-271-5212) Julieghammond@yahoo.com