

# Palmetto Middle School PTSA

## Deposit / Funds Receipt Form

(for Treasurer's Use)

Any person handling money must complete and turn in this Form to the Treasurer within 3 school days of the even/sale.

All checks must be copies and presented with this Form for deposit.

KEEP A COPY FOR YOUR EVENT BINDER

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

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

COINS	CURRENCY	CHECKS
Pennies: ____ X 0.01 = \$ _____	Ones: ____ X 1.00 = \$ _____	Please copy all checks and attach copies to this Form.
Nickles: ____ X 0.05 = \$ _____	Fives: ____ X 5.00 = \$ _____	
Dimes: ____ X 0.10 = \$ _____	Tens: ____ X 10.00 = \$ _____	
Quarters: ____ X 0.25 = \$ _____	Twenties: ____ X 20.00 = \$ _____	
Half-Dollars: ____ X 0.50 = \$ _____	Fifties: ____ X 50.00 = \$ _____	
Dollars: ____ X 1.00 = \$ _____	Hundreds: ____ X 100.00 = \$ _____	
<b>TOTAL COINS: \$</b> _____	<b>TOTAL CASH: \$</b> _____	<b>TOTAL CHECKS: \$</b> _____

PIZZA INFO.	ADDITIONAL INFORMATION
# of Pies Ordered: _____	Gross Sale: \$ _____
# of Pies not Sold: _____	Total Cost: \$ _____
	Net Deposit: \$ _____
<b>COST: \$</b> _____	
<b>TIP: \$</b> _____	
<b>TOTAL COST: \$</b> _____	
# of Free Vouchers: _____	
<b>BROSS AMOUNT OF SALE: \$</b> _____	<b>TOTAL DEPOSIT: \$</b> _____

Counted By: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Verified By: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

\*\*\***FOR TREASURER'S USE ONLY**\*\*\*

Date Received: \_\_\_\_\_

Received From: \_\_\_\_\_

BANK DEPOSIT
Total Coins: \$ _____
Total Currency: \$ _____
Total Checks: \$ _____
<b>TOTAL DEPOSIT: \$</b> _____

Deposit Date: \_\_\_\_\_

Deposited by: \_\_\_\_\_

(Treasurer's Signature)