

THOMAS JEFFERSON MIDDLE SCHOOL PTSA

DEPOSIT FORM

Attach adding machine tape for verification of attached deposit. Bank deposit slip will be attached after bank deposit. **Always have two TJMS PTSA members count the funds.** Give funds with this form directly to Treasurer or drop entire deposit into TJMS PTSA safe in school workroom. **Be sure and notify Treasurer that deposit is in TJMS PTSA safe.**

Date: _____ Event/Committee: _____

CHECKS			
Item	Name	Check #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
CHECKS TOTAL			

CASH		
Denomination	Count	Amount
CURRENCY		
\$100	X	
\$50	X	
\$20	X	
\$10	X	
\$5	X	
\$1	X	
SUBTOTAL		
COINS		
\$.25 (Quarters)	X	
\$.10 (Dimes)	X	
\$.05 (Nickels)	X	
\$.01 (Pennies)	X	
Dollar Coins (\$1)	X	
Half Dollars (\$.50)	X	
SUBTOTAL		
CASH TOTAL		

TOTAL CHECKS & CASH DEPOSIT \$ _____

(Remember to stamp back of each check with PTSA bank account. Stamp in Treasurer drawer in school workroom.)

Collected and Counted By:

Signature #1: _____ Signature #2: _____
 Print Name: _____ Print Name: _____
 Email: _____ Email: _____

Questions? Contact ptsa.tjms@gmail.com or the current TJMS PTSA Treasurer:
Name: _____ **Phone:** _____ **Email:** _____

FOR TJMS PTSA TREASURER USE ONLY: Entered into MoneyMinder  everychild.onevoice®