



Deposit Form

Date: _____

Name: _____

Phone: _____ Email: _____

Committee/Project: _____

Total Bills: \$ _____

Total Coins: \$ _____

TOTAL CASH: \$ _____

TOTAL CHECKS: \$ _____ Total # of Checks: _____

TOTAL
DEPOSIT: \$ _____

Instructions for ALL Deposits:

1. Please submit all bills face up.
2. Please remove **ALL** staples from checks and bills.
3. Please deliver deposit to the office secretaries at Cossitt and sign the Deposit Register.

Additional Instructions for Deposits with Greater than 10 Checks:

1. Please stamp each check with PTC endorsement stamp (available from in the Cossitt office or from the Treasurer).
2. Please submit adding machine tally or spreadsheet accounting for each individual check and total dollar amount of checks.

Please be cognizant that the Treasurer does not keep copies of individual checks. Any questions which arise regarding whether an individual paid for an event/item therefore cannot be answered by the Treasurer. Committee chairs must keep records showing source of payments to answer these types of questions.