



# EAST COVENTRY PTA CHECK TREASURER DEPOSIT FORM

Please complete this form when depositing money from PTA events or sales. Submit this form with all money received and receipts for PTA events in an envelope or moneybag to the PTA treasurer within **1 day of the event**.

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

EVENT/BUDGET CATEGORY: \_\_\_\_\_

DEPOSITED BY: \_\_\_\_\_

(Print Name)

TOTAL CASH AMOUNT	
TOTAL CHECKS AMOUNT (List multiple checks on back)	
TOTAL CREDIT CARD AMOUNT	
TOTAL PAYPAL AMOUNT	
<b>TOTAL DEPOSIT TO ECPTA TREASURER</b>	

\_\_\_\_\_ INTIALS OF DEPOSITOR

**Additional Notes:**

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DATE RECEIVED BY TREASURER: \_\_\_\_\_

AMOUNT RECEIVED BY TREASURER: \_\_\_\_\_

TREASURERS INTIALS: \_\_\_\_\_

