

Fall Creek PTA

Family and school working together



PTA Deposit Form

Instructions: PTA members should fill out this form when giving money to PTA treasurer for deposit. This form provides a paper trail of all cash/check transactions in order to lessen the likelihood of theft, fraud or embezzlement.

Date: _____

Source of funds for deposit: _____
(eg: program or fundraiser name)

Name: _____
(person giving money to treasurer)

Signature: _____

Deposit summary:

Cash	\$
Checks	\$
TOTAL	\$

Notes:

Treasurer use:

Treasurer Initials: _____

Deposit Date: _____