

# LRMS PTSA Deposit Form

Event \_\_\_\_\_ Date \_\_\_\_\_

- Instructions:
1. Complete CASHBOX SUMMARY below.
  2. Count and record cash using CASH FROM EVENT below. Two people must sign.
  3. Complete a LRMS PTSA Check Deposit Form if checks were collected.
  4. Complete DESPOSIT SUMMARY below. Two people must sign.
  5. Insert cash, checks, and forms in lockbox in office.

## CASHBOX SUMMARY

Was a cashbox used for this event?       Yes     No    (Continue to CASH FROM EVENT)

Cashbox opening balance will remain in cashbox for future event

Cashbox opening balance will be deposited. Amount \$ \_\_\_\_\_ \*

## CASH FROM EVENT

Currency	#	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		

Coin	#	Total
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
other		

Subtotal \_\_\_\_\_ .00

Subtotal \_\_\_\_\_ .\_\_\_\_

Counted by \_\_\_\_\_ and \_\_\_\_\_

## DEPOSIT SUMMARY

Currency	
Coin	
Check Total from Check Deposit Form	
Total Income from Event	
*Cashbox Opening Balance, if included in deposit	
<b>Total Deposit</b>	

Counted by \_\_\_\_\_ and \_\_\_\_\_