



Bowman Middle PTA

Itemized Cash/Check Deposit Form (v2019/08)

To be used when giving funds (cash/checks) to Treasurer

(Please make sure that there are always 2 people counting money to protect the reliability of the count.)

Gray cells are automatically calculated if you are completing this form using Excel.

Event/Purpose		Event Date	
Chairman		Today's Date	
Person Completing Form		Phone #	

Name	Check #	Amount
Subtotal		
Subtotal From The Other Side		
CHECKS TOTAL		

Bills	Count	Amount	Coins	Count	Amount
\$100			Dollar	\$1.00	
\$50			50 Cent	\$0.50	
\$20			Quarters	\$0.25	
\$10			Dimes	\$0.10	
\$5			Nickels	\$0.05	
\$2			Pennies	\$0.01	
\$1					
Bills Total			Coins Total		
					CASH TOTAL

TOTAL DEPOSIT	
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Fund Distribution	Amount
<input type="checkbox"/> Silent Auction <input type="checkbox"/> Donations <input type="checkbox"/> Coporate Sponsors <input type="checkbox"/> Painless	
<input type="checkbox"/> Membership <input type="checkbox"/> Spirit Store <input type="checkbox"/> Spirit Wear <input type="checkbox"/> School Supplies	
<input type="checkbox"/> Fall Social <input type="checkbox"/> Spring Social <input type="checkbox"/> Spirit Nights <input type="checkbox"/> Consessions	
<input type="checkbox"/> Other :	
<input type="checkbox"/> Other :	

Notes To Treasurer :

Signatures	Date
Counter's Signature	
Counter's Signature	
Received By Treasurer	

