SHEPTON PTSA
Itemized Cash Deposit Form
(To be used when giving funds to Treasurer)

Event: _____   **Date** _____

_____

Chairman   _____   **Phone** _____

Person completing form   _____   **Phone** _____

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

Total of checks   (attach a tape or deposit record form)   **$** _____

Bills	#	Amount
$100		
$50		
$20		
$10		
$5		
$2		
$1		
Total		

    Total Bills   **$** _____

Coins	#	Amount
Dollar		
50 cent		
Quarters		
Dimes		
Nickles		
Pennies		
Total		

    Total Coins   **$** _____

Total Cash   **$** _____

Total Deposit   **$** _____

Counter's Signature   _____   **Date** _____

Counter's Signature   _____   **Date** _____

Received by Treasurer   _____   **Date** _____