

# Deposit Form

## Instructions:

1. Complete and submit this form, along with cash and/or checks to the Treasurer's mailbox located in the office or to the Assistant Treasurer (*address below*). *Please inform the assistant treasurer via email, when submitting to the office mailbox.*
2. Submit all check deposits within **10 days** of collection. Cash deposits must be made within **2 days** of an event
3. If you are collecting cash/checks over a period of weeks or months, please make multiple deposits (per the timeframes listed above). All **June 2018** deposits are due by 6/05/2018.
4. Cash deposits greater than \$250 will need to be re-counted **in person** by the Assistant Treasurer at the time of delivery. Please allow time for this.
5. No more than 35 checks per deposit

## Income Detail:

**Checks** # of Checks: \_\_\_\_\_ Subtotal Checks: \$ \_\_\_\_\_

**Cash** Currency \$ \_\_\_\_\_

Coin \$ \_\_\_\_\_

**Subtotal Cash: \$** \_\_\_\_\_

**Total Deposit: \$** \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Event: \_\_\_\_\_

## Questions? Contact

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Treasurer use only:

Received by \_\_\_\_\_ Date: \_\_\_\_\_ Date Deposited \_\_\_\_\_ Amount: \$ \_\_\_\_\_