

Deposit Form

Instructions:

1. Complete and submit this form, along with cash and/or checks to the Treasurer's mailbox located in the school office or to the Assistant Treasurer (*address below*). *Please inform the assistant treasurer via email, when submitting to the school 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 2019** deposits are due by 6/05/2019.
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 \$ _____
	Coln \$ _____
	Subtotal Cash: \$ _____
	Total Deposit: \$ _____

Submitted By: _____ Date submitted: _____

Phone: _____ Email: _____

Committee Name: _____

Event: _____

Questions? Contact

Vivian Underwood, Assistant PTA Treasurer
 721 Prairie Avenue, Wilmette, IL 60091
 312-623-5203 (cell)
 vivianchungunderwood@gmail.com

Treasurer use only:			
Received by _____	Date: _____	Date Deposited _____	Amount: \$ _____