

Date Received: _____
Date Entered: _____

Deposit Transmittal Memorial Middle School PTA

Date: _____

ENCLOSED PLEASE FIND:

\$ _____ in Cash counted by _____ and _____
(two names required if over \$250 in cash)

\$ _____ in Checks Number of Checks = _____
(if number of checks is 6 or more, attach detailed written record)

\$ _____ TOTAL DEPOSIT

PLEASE CREDIT THIS DEPOSIT TO THE FOLLOWING BUDGET/ACCOUNT:

(Be specific, i.e. membership, school supplies, directory, etc.)

YOUR NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

Please Put Deposit in a Sealed Envelope

For cash deposits:

Currency = \$ _____

Coins = \$ _____