



APEX HIGH SCHOOL PTSA

Deposit Record

TOTAL FUNDS SUBMITTED FOR DEPOSIT: \$ _____

Funds submitted by: _____ Date: _____

PTSA position: _____ Phone/Email: _____

Funds description:

Budget category	Purpose	Check total	Cash total	Direct deposit

Guidelines:

- Attach check and cash details on Check/Cash Worksheet or other spreadsheet
- All **cash** funds must be counted by a minimum of 2 people

The undersigned certify that the funds shown above were received for PTSA activities and are to be credited to the appropriate PTSA account(s) as noted.

Signature (1st counter): _____ Date: _____

Signature (2nd counter): _____ Date: _____

For Treasurer Use

Date received: _____ Date deposited: _____

Account						
Amount						

QB Register: Clear date: _____ Notes: _____



APEX HIGH SCHOOL PTSA *Check/Cash Worksheet*

CHECK/DIRECT DEPOSIT LISTING (use add'l pages if needed)

CHECK DATE	CHECK NUMBER	PAYER NAME	AMOUNT (\$)	PURPOSE
CHECK TOTAL (\$)				

CASH COUNT

Pennies		x \$0.01		Ones		x \$1	
Nickels		x \$0.05		Twos		x \$2	
Dimes		x \$0.10		Fives		x \$5	
Quarters		x \$0.25		Tens		x \$10	
0.50 coins		x \$0.50		Twenties		x \$20	
\$1 coins		x \$1		Fifties		x \$50	
				Hundreds		x \$100	
COIN SUBTOTAL (\$)				CURRENCY SUBTOTAL (\$)			
CASH TOTAL (\$)							