



**Pointers Run Elementary School PTA
Deposit Form**

For instructions scroll down to Page 2.

Date: _____

Account/Committee: _____

Purpose: _____

Monies received for the above purpose from (please print your name) _____

Total Cash \$ _____

Total Checks \$ _____

Grand Total \$ _____

Signature: _____

Phone Number: _____

Email: _____

***Complete and return this form to Paula Henry
Phenry71@gmail.com 410-531-6632 (home) or 302-559-2688 (cell)
Assistant Treasurer, along with your cash and checks for deposit.***

DIRECTIONS

To all PTA Board members and committee chairs,

Now that the school year has started and we will be hosting a number of events that will generate PTA deposits, I wanted to send you the Deposit Form along with the procedures to follow so we can process and record deposits accurately.

The Deposit Form is attached and will also be made available on the PTA website in the Downloads section.

When turning in cash and checks for PTA deposit, please complete the Deposit Form and follow these procedures as you organize the money collected. You can complete the Deposit Form by typing directly on the form in the computer, or you can print the form and complete it manually.

1. Ensure that each check is filled out completely and properly (i.e., date, payable to, amount, signature).
2. Remove any staples from checks.
3. Count and total the checks.
4. Count and total the cash.
5. Complete the Deposit Form (attached). You can complete the form by typing directly on the form in the computer (Microsoft Word), using the Tab key to move to the next item, or you can print the form and complete it manually.
6. Print and sign the completed form.
7. Submit the completed form along with the cash and checks to Paula Henry. Please contact Paula to make arrangements for getting the money to her. She can be reached at phenry71@gmail.com or 410-531-6632 (home) or 302-559-2688 (cell).

**PLEASE SUBMIT DEPOSITS TO PAULA ASAP.
DO NOT HOLD ON TO MONEY COLLECTED.**

If you have any questions about the process or the form, please let me or Paula know. Thank you for helping to make this a smooth process!

Thanks,
Laura Martin
PRES PTA Treasurer
jgljmartin@yahoo.com