



BEE CAVE MIDDLE SCHOOL PTO CASH DEPOSIT FORM

What is being deposited?

- cash (bills and/or coins) – cash must b counted by two different people.
- checks – use **CHECK DEPOSIT FORM**

Name: _____ Phone: _____ Date: _____

Source of Money: _____ Event Date: _____

(could be event or activity name or budget line item)

Bills	Quantity	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
	Bill Total	\$

Coins	Quantity	Amount
Dollar		
Half Dollar		
Quarter		
Dime		
Nickel		
Penny		
	Coin Total	\$

Bill Total: \$ _____
 Coin Total: \$ _____
 Grand Total: \$ _____

Required Signatures:

First Counter: _____ Date: _____

Second Counter: _____ Date: _____

For School Store Only - School store deposits may include only one signature if the weekly reconciliation document is attached to this form, along with the deposit. Required signatory must not be the same as one on the reconciliation document.

~~~~~Treasurer's Notes~~~~~

Date Received: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Notes: