

NORTHWOOD MIDDLE PTA PTA Deposit Request

Refer to the back of this form for the deposit instructions.

Fundraiser Name: _____

Amount of Currency: \$ _____

Amount of Coin: \$ _____

Amount of Checks: \$ _____

Total Deposit: \$ _____

Submitted/Counted By: _____

Verified By: _____

Budget Category: _____

Date: _____ **Phone:** _____

Treasurer's Use Only

Deposit Date: _____

Deposit Amount: \$ _____

NORTHWOOD MIDDLE PTA

Deposits

A completed "PTA Deposit Request" form must be attached to all money submitted for deposit. Deposit forms are available in the PTA Workroom. Please use a different form for each deposit from more than one budget category.

Never remove money from the school. Do not take it home to count. All money must be counted by two individuals. You should count the money and sign the form, and then have a second person verify by recounting and signing the form.

Cash Procedure:

- All cash must be counted separately from checks.
- Attach a calculator tape of the cash amount to the cash.
- Please make sure that the bills are turned face up and in the same direction.
- Ones should be bundled into straps of \$50, tens into straps of \$250, and twenties into straps of \$500. Straps are available in the PTA Workroom.
- Coins may be left loose unless there are large enough quantities to wrap them.

Check Procedure:

- Verify that all checks are made payable to Northwood Middle PTA and stamped with the FOR DEPOSIT ONLY stamp located in the PTA Workroom.
- Wrap the calculator tape showing your totals around the bundle of checks. Limit the number of checks to 100 per tape.
- Insure that the checks have been completely filled out, and indicate the fundraiser name on the memo line.
- During the magazine sale, indicate the child's name on the check. This will assist in giving proper credit for orders.
- Do not accept post-dated checks.

Deposit Procedure:

- Complete the "PTA Deposit Request" form.
- After the deposit form has been completed, wrap the form around the money and/or checks and place in a manila envelope.
- Place the envelope in the file cabinet in the PTA Workroom.
- Call the PTA Treasurer to notify of large deposits. Otherwise, the file cabinet will be checked several times a week.

If you have any questions, please contact the Northwood PTA Treasurer.