

### Revenue Deposit and Receipt Form

Date of Receipt: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

Source of Deposit: \_\_\_\_\_

Please attach all supporting documentation to this form and indicate where funds should be allocated (e.g., Membership, Donation or Paper Directory). Where applicable, please attach a summary reconciliation list and total of check #'s and check amounts.

#### Deposit Preparer Information

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Deposit Prepared by: \_\_\_\_\_

Telephone / E-mail (of preparer): \_\_\_\_\_

#### PTSA Committee Chair or Executive Committee Member Approval

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**I acknowledge receipt of \$** \_\_\_\_\_

**Treasurer's Signature:** \_\_\_\_\_

**Instructions:** Please complete this deposit form with attached funds and contact the PTSA Treasurer (see below) to make deposit arrangements. Deposits should be hand delivered or left in the Treasurer's folder in the PTSA mailbox in the school's front office.

Questions? email [treasurer@tjptsa.org](mailto:treasurer@tjptsa.org)

For Treasurer's Use Only:

Date Deposited: \_\_\_\_\_

Deposit #: \_\_\_\_\_

Account: **PTSA**