



# **Membership Matters**

## **Fischer Middle School PTSA**

### **Deposit Procedures (Cash or Check)**

To deposit funds, please complete this form.  
All cash deposits require two signatures verifying the cash count.

## **Deposit Form**

Event/Committee: \_\_\_\_\_ Date Remitted: \_\_\_\_\_

Person Remitting: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional description (if necessary): \_\_\_\_\_

Check Total (Attach totaled list)

Number of Checks \_\_\_\_\_ \$ \_\_\_\_\_

Total Currency Collected (see worksheet below): \$ \_\_\_\_\_

Total Coins Collected (see worksheet below): \$ \_\_\_\_\_

<b>Total Deposit or Remittance Made</b>	<b>\$ _____</b>
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Cash Worksheet:

<b>Currency</b>	<b>Coin</b>
Twenty _____ x \$20 = \$ _____	Dollars _____ x \$100 = \$ _____
Ten _____ x \$10 = \$ _____	Half Dollars _____ x \$0.50 = \$ _____
Five _____ x \$ 5 = \$ _____	Quarters _____ x \$0.25 = \$ _____
One _____ x \$ 1 = \$ _____	Dimes _____ x \$0.10 = \$ _____
(Travelers Checks, Gift Certificates)	Nickels _____ x \$0.05 = \$ _____
	Pennies _____ x \$0.01 = \$ _____
<b>Total Currency</b> \$ _____	<b>Total Coin</b> \$ _____

Two confirming signatures:    x \_\_\_\_\_  
(Required for cash deposit)

x \_\_\_\_\_

**PLEASE REMIT FUNDS WITHIN 2 BUSINESS DAYS OF COLLECTION  
TO THE FISCHER PTSA TREASURER**

For Treasurer's Use Only: Deposit Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_