

# Cider Mill PTA Deposit Form

## Instructions:

1. Complete and submit this form, along with cash and/or checks to Manisha Patel.  
*Please note that someone must be present to receive cash deposits.*  
*Please coordinate with Treasurer for submission of checks.*  
**Cell: 408-396-4333; Email: cidermillptatreasurer@gmail.com**
2. Submit all cash and checks within five (5) days of collection.
3. Do not staple checks, **ALL STAPLES MUST BE REMOVED** prior to submitting your deposit.
4. Do not include more than 25 checks in one deposit.
5. Please check and double check your work/addition.
6. Highlighted cells are self-calculating and include formulas.

## CHECKS

# of Checks

25 max

Subtotal of Checks:

## CASH

Submitted By: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

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

Denomination	Quantity	Total
100		\$ -
50		\$ -
20		\$ -
10		\$ -
5		\$ -
1		\$ -
Coins		
Subtotal of Cash:		\$ -
TOTAL DEPOSIT:		\$ -

## Treasurer Only

Received By: \_\_\_\_\_

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

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

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

# Cider Mill PTA List of Checks

Count	Check Number	Check Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
	<b>TOTAL</b>	<b>\$ -</b>