

NBMS PTSA DEPOSIT REQUEST FORM

Please complete a separate deposit request form for each deposit submission. Please organize bills by denomination. If coins cannot be rolled, please separate by denomination (e.g., separate envelopes for quarters, dimes, nickels) and indicate the amount. For large deposits, it is preferred to have two people count the deposit. The Treasurer will endorse checks for deposit.

Date of Request: _____

Requested by: _____

Phone: _____ Email: _____

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Total Amount of Deposit: \$ _____

Breakdown:

Checks: \$ _____ Number of Checks: _____

Currency: \$ _____

Coins: \$ _____

Description/Comments: _____

Credit to: _____
(Line Item/Category from Budget)

Counted by: _____ (Name)

_____ (Name)

For treasurer's use only:

Date deposited: _____

Comments: _____
