



SAUDER ELEMENTARY PTG | *Bank Deposit Form*

YOUR NAME:	PHONE:
EVENT:	
SPECIFIC DESCRIPTION OF SOURCE (i.e. Ticket Sales, Student Donations, etc):	
DATE SUBMITTED:	TOTAL DEPOSIT:

Complete the following for your deposit:

- ✓ Count all event money and complete this form at the school with another person present.
- ✓ Confirm that all checks are made payable to **SAUDER PTG** and stamped on the back with the endorsement stamp (located in the PTG cabinet in the office).
- ✓ Place this form and all cash/checks in an envelope labeled "Deposit" in the locked purple PTG Box.
- ✓ Contact the PTG Treasurer *within 24 hours* to make deposit: **SAUDERPTG@GMAIL.COM**

BILLS	QUANTITY	TOTAL		COINS	QUANTITY	TOTAL	
\$100.00	x	\$		\$1.00	x	\$	
\$50.00	x	\$		\$0.50	x	\$	
\$20.00	x	\$		\$0.25	x	\$	
\$10.00	x	\$		\$0.10	x	\$	
\$5.00	x	\$		\$0.05	x	\$	
\$1.00	x	\$		\$0.01	x	\$	
TOTAL BILLS:		\$	+	TOTAL COINS:		\$	
TOTAL CASH:						\$	
(TOTAL # CHECKS: _____)						TOTAL CHECKS:	\$
TOTAL DEPOSIT:						\$	

SIGNATURE OF MONEY COUNTER 1:	DATE:
SIGNATURE OF MONEY COUNTER 2:	DATE:

FOR TREASURER'S USE ONLY

Category: _____ Deposit Date: _____