



# SAUDER ELEMENTARY PTG | Bank Deposit Form

YOUR NAME:	PHONE: (            )            -
EVENT:	
SPECIFIC DESCRIPTION OF SOURCE (i.e. Dinner Ticket Sales):	
DATE SUBMITTED: /            /	TOTAL DEPOSIT:

Complete the following information for your deposit.

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	\$
<b>TOTAL BILLS:</b>		<b>\$</b>	<b>+</b>	<b>TOTAL COINS:</b>		<b>\$</b>
<b>TOTAL CASH:</b>						<b>\$</b>
<b>TOTAL CHECKS:</b>						<b>\$</b>
<b>TOTAL DEPOSIT:</b>						<b>\$</b>

APPROVED BY (EVENT CHAIRPERSON):	DATE: /            /
SIGNATURE OF MONEY COUNTER:	DATE: /            /
SIGNATURE OF MONEY COUNTER:	DATE: /            /

**NOTE:**

- ~ Count all money and complete this Bank Deposit 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 unlocked PTG Box).
- ~ Place this form and all cash/checks in an envelope labeled "Deposit" in the **locked** PTG Box.
- ~ Contact the PTG Treasurer *within 24 hours* to make deposit:            **SAUDERPTG@GMAIL.COM**

FOR TREASURER'S USE ONLY

CATEGORY:	DEPOSIT DATE:            /            /
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