

# Pleasant Ridge PTA Deposit Report

Today's Date: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Submitted by: \_\_\_\_\_  
Verified by: \_\_\_\_\_

***\*for cash deposits, two signatures are required\****

Check Total: \_\_\_\_\_  
Cash - 50's \_\_\_\_\_  
20's \_\_\_\_\_  
10's \_\_\_\_\_  
5's \_\_\_\_\_  
1's \_\_\_\_\_  
Change \_\_\_\_\_  
Cash Total: \_\_\_\_\_  
Total Deposit: \_\_\_\_\_

Beginning balance in cash box if provided: \_\_\_\_\_

Purpose of funds deposited:  
\_\_\_\_\_  
\_\_\_\_\_

| Budget Category: | Amount:      |
|------------------|--------------|
| _____            | _____        |
| _____            | _____        |
| _____            | _____        |
| _____            | _____        |
|                  | Total: _____ |

|                |                 |                    |               |
|----------------|-----------------|--------------------|---------------|
| Treasurer Use: | Date Rcvd _____ | Deposit Date _____ | Entered _____ |
|----------------|-----------------|--------------------|---------------|

***\*Please submit to Treasurer as soon as possible\****