

Oakton PTA Deposit Form

Please complete this form and attach a spreadsheet of all checks. Please do not leave cash in my PTA box, either make arrangements to deliver it to treasurer or leave with one of the secretaries in the main school office in an envelope. If you have any questions please feel free to contact me at treasurer@oaktonpta.org.

Date: _____
Name: _____
Event: _____

Cash Deposit:

Denominations	Quantity	Total (\$) Dollar Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Change		
Checks		
Grand Total		

For Treasurer's Use Only

Counted By: _____
 Number of Checks: _____ Total Amount: \$ _____
 Grand Total: \$ _____
 Check Scan Files: _____