

BSPTO DEPOSIT FORM

Deposit Details

Cash (Bills):	\$	Date:	
Cash (Change):	\$		
Checks:	\$	Number of Checks:	
TOTAL:	\$		

Administrative Use

- Verify Counts
- Proper Signatures
- Entered to Quicken
- Deposit Complete
- Acct: _____
- Deposit Receipt matches Deposit Form

Signature of First Counter <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Printed Name of 1st Counter <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
Signature of Second Counter <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Printed Name of 2nd Counter <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Signature of Board Member Making Deposit:

Cash Currency and Coin Count

Bill Denom	Count	Total	Coin Denom	Count	Total
\$1			\$0.01		
\$2			\$0.05		
\$5			\$0.10		
\$10			\$0.25		
\$20			\$0.50		
\$50			\$1.00		
\$100					
Sub-Total			Sub-Total		
			Total Deposit: _____		

____ General Fund	____ Budget (Op. Fund)	____ Yearbook	____ Other (5 th grade party/cub scouts, etc):
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BSPTO Deposit Procedures:

- 1) All funds received, whether in the form of check or cash, must be received at and stay at school until such time as funds can be counted by two non-related persons.
- 2) All funds received are to be submitted to the Treasurer and deposited by an account signer (Treasurer, President, Secretary) within 7 days of receipt.