Tuckahoe Elementary School PTA Bank Deposit and Cash Handling Form 2022-2023

Deposit Process:

- 1. Use this form to prepare money for deposit into the TES PTA bank account. The treasurer will review and make the deposit at the bank.
- 2. Submit one form for each budget category for which you are making a deposit
- 3. For checks:
 - a. Prepare a calculator tape, spreadsheet or tally list of individual checks with total and attach to form. The treasurer will verify the total.
 - b. Write "For Deposit Only TES PTA" on back of checks. For large quantities of checks, a deposit stamp is available from the treasurer.
- 4. For cash deposits:
 - a. Sort cash by type (ones, fives, tens etc.).
 - b. For larger quantities of loose change, request coin wraps from treasurer and roll coins.
- 5. For large deposits, contact the treasurer to arrange pick-up of deposit.

Date prepared:	Budget category:	
Submitted by:	(see Categories list for approv	ed categories)
Submitted by.	Туре	Amount
Signature:	Wrapped Coins	
	Loose Coins	
	Paper Currency	
Signature of 2nd money counter:	Checks:	
	_	
Is there petty cash included in this deposit?		
No		
Yes		
Amount petty cash included: \$		
	_	<u> </u>
Additional notes/Special instructions:		
To Be Completed By Treasurer		
Date Deposited: Treasurer's notes:		

Please contact Jenny Larkum if you have any questions about disbursements or this form.

Phone: 804-316-6563; email: treasurer@tuckahoepta.org