Deposits must be counted in the presence of two people in order to comply with state PTSA guidelines. Please attach a copy of the deposit slip and the bank deposit receipt (if available) to this report. When filling out the deposit slip, include the last names of check writers for our record keeping.

Make a copy of this form for your own record.

If you have any questions, please email the PTSA Treasurers at treasurers@bryantschool.org.

Committee Name or Project: __________________________________________________________

Amount Deposited: $__________________

Deposit Date: __________________________

Date Funds Collected: __________________________

Reason for Collection of Funds: _______________________________________________________

Counted by: 1. _____________________________________________________________________

2. _____________________________________________________________________

Deposited by: _____________________________________________________________________

Phone Number: ___________________________________________________________________

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For Treasurer Use Only

Date Posted: ___________  G/L Acct Description: ____________________________