



## BRYANT PTSA DEPOSIT REPORT 2020-2021

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](mailto: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:** \_\_\_\_\_