

Brandi ShillingTreasurer
 3111 Overlook Cir
 Highland Village, TX 75077
 Hm. 972.966.0520
 Cell 303.525.9782
 Brandie021@aol.com

BRIARHILL MIDDLE SCHOOL PTA ITEMIZED DEPOSIT RECORD

(This form must be used each time funds are given to Treasurer for deposit. Form must be complete.)

Event _____ Date _____

Chair/Coordinator _____ Phone No. _____

Person completing form _____ Phone No. _____

Please make sure that there are always two people counting money for each deposit to protect the reliability of the count.

Total of checks (*attach a tape/written account/detail*) \$ _____

If you have more than one check to deposit, a Check Deposit Detail form must also be completed.

Checks must be sorted alphabetically by last name; remove all staples from checks.

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		

Total Bills \$ _____

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		

Total Coins \$ _____

Total Bills & Coins \$ _____

Total Deposit \$ _____

Counter's Signature _____ Date _____

Counter's Signature _____ Date _____

Received by Treasurer _____ Date _____