

Darlene Harrell Treasurer
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**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.
 Remove all staples from checks and include a copy of all 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 _____