

# Samantha Smith PTSA Cash Box Tally Sheet

**IMMEDIATELY FOLLOWING THE EVENT:**

1. Complete this form - Two PTSA members must count the money and verify total below.
2. If you have one or more checks, complete a Deposit Form and attach.
3. Make deposit immediately following the event; use the Night Drop box if after banking hours (Chase will provide a deposit receipt the next business day for you to pick up)

Questions? Contact [treasurer@smithptsa.org](mailto:treasurer@smithptsa.org)

Date: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

	<u>Quantity</u>	<u>Amount</u>
<b>Checks</b>		
<b>\$100s</b>		
<b>\$50s</b>		
<b>\$20s</b>		
<b>\$10s</b>		
<b>\$5s</b>		
<b>\$1s</b>		
<b>Quarters</b>		
<b>Dimes</b>		
<b>Nickels</b>		
<b>Pennies</b>		
<b>Total</b>		

Verified By: \_\_\_\_\_  
PTSA Member Signature

\_\_\_\_\_  
PTSA Member Signature

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Date Received: \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_  
(By Treasurer)

Date Deposited: \_\_\_\_\_