



MILL CREEK ELEMENTARY
PTA
PARENT TEACHER ASSOCIATION
CHAPTER 7-3-37

Deposit Verification Form

Date Funds Collected: _____

Date Funds Deposited: _____

	<u>Quantity</u>	<u>Amount</u>
\$20s	_____	\$ _____
\$10s	_____	\$ _____
\$5s	_____	\$ _____
\$1s	_____	\$ _____
Other	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
Other	_____	\$ _____
Total Currency/Coins		\$ _____
Total Checks		\$ _____
Total Bank Deposit		\$ _____

Book Fair 42080	_____
Box Tops 41040	_____
Charities 45020	_____
Fundraising/Fun Run 41010	_____
Fundraising (_____)	_____
Membership 40120	_____
Popcorn 41080	_____
Program (_____)	_____
Spirit Wear 41090	_____
Yearbook 42120	_____
Other (_____)	_____

Notes:

For 10 checks or more: please attach an excel spreadsheet with check number and amount with sum at the bottom.
All checks/money orders should be made payable to MCE PTA or MCE Elementary PTA.
Please ask that student and teacher name is noted on the memo line.

All deposits must be counted and verified by two PTA Board members.

Please do not leave cash in a PTA Folder or basket.

Please place cash in the PTA lockbox in the office and notify the Treasurer that funds are available for deposit.

Funds verified by the following two PTA Board Members on: _____
(Date)

1. Print Name: _____ 1. Signature: _____

2. Print Name: _____ 2. Signature: _____

Questions? Contact Angelica Bergman at (425) 754-9657 or email to treasurer@mcepta.org