

**Twin Hickory Elementary PTA 2016 - 2017
Deposit Request Form**

*****Each Committee Chairman is Responsible for Maintaining Financial Records of its Income and Expenses *****

Person requesting deposit _____

Total amount of deposit _____

Consisting of _____ number of checks totaling \$ _____ (Initial _____)

And cash totaling \$ _____ (Initial _____)

Source of Income _____

Budget line item to be credited _____

Signature of Committee Chair (mandatory) _____

Date of money given to Treasurer _____

Signature of Treasurer (mandatory) _____

Cash Counted By: _____
(must be counted and signed by 2 non-committee chairs, excluding the Treasurer)

For Treasurer use only:

Amount Deposited _____ Date Deposited _____

Deposit # _____