



## BHES PTA DEPOSIT FORM

Be sure to complete each space. Please use separate forms for deposits for each committee or event. Submit this completed form along with the deposit and attach a spreadsheet or list which includes the check number, name on check, and amount of check to the BHES PTA treasurer for deposit. *For each check, please be sure the check is made out to BHES for the proper amount and is correctly signed and dated. Remove all staples from checks and dollars!*

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee/Event \_\_\_\_\_

Cash Amount: \$ \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Number of checks: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### For Treasurer Use Only:

Deposit Amount: \$ \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Revenue / Expense Category: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED  YES  NO