

Maple Creek Parent Teacher Club

Deposit Form



The Maple Creek Parent Teacher Club (PTC) Deposit Form must be turned in with any funds collected from Maple Creek Elementary School Club or PTC Events. This form must be submitted to the PTC Treasurer along with all cash, checks and credit card receipts. Use backside for additional check deposits and credit card transactions. **Funds generated from an event, such as ticket sales, shall NOT be used to pay any expenses.** Refer to the PTC Financial Guidelines for submission procedures and restrictions. A copy is available in the school office. Please retain a copy of this form for your records.

Today's Date _____

Event/Club _____ Event Date(s) _____

Submitted By _____ Contact Phone # _____

| CASH | | |
|-----------------------|----------|-----------|
| Bills/Currency | Quantity | Amount |
| \$100.00 | | |
| \$ 50.00 | | |
| \$ 20.00 | | |
| \$ 10.00 | | |
| \$ 5.00 | | |
| \$ 1.00 | | |
| Total Currency | | \$ |

| Coins | Quantity | Amount |
|--------------------|----------|-----------|
| \$1.00 | | |
| \$0.50 | | |
| \$0.25 | | |
| \$0.10 | | |
| \$0.05 | | |
| \$0.01 | | |
| Total Coins | | \$ |

| | |
|-------------------|-----------|
| Total CASH | \$ |
|-------------------|-----------|

| | |
|---|-----------|
| Total CREDIT CARD RECEIPTS From Back | \$ |
|---|-----------|

| CHECKS | | |
|----------------------------|---------|-----------|
| Name | Check # | Amount |
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| | | |
| Sub-Total | | \$ |
| Sub-Total From Back | | \$ |
| Total CHECKS | | \$ |

| | |
|----------------------|-----------|
| TOTAL DEPOSIT | \$ |
|----------------------|-----------|

PTC Use ONLY
 Received on: _____ Received by: _____ Account #: _____

