

Deposit Detail

- Please fill out this form for each individual deposit.
- Give the completed form and monies to the PAC Treasurer for processing.
- Indicate any petty cash amounts being returned.
- Signature is required.
- Areas shaded in gray are **REQUIRED**

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Please provide your phone number in case of questions: \_\_\_\_\_

What event are the funds for? \_\_\_\_\_

Indicate the breakdown of the funds to be deposited:

Bills/Coins	# of Bills/Coins/Checks	Total Dollar Amount
<b>Checks</b>		\$
\$ 50 bills		\$
\$ 20 bills		\$
\$ 10 bills		\$
\$ 5 bills		\$
\$ 1 bills		\$
Quarters (40 coins per roll)		\$
Dimes (50 coins per roll)		\$
Nickels (40 coins per roll)		\$
Pennies (50 coins per roll)		\$
Misc. Coins		\$
	<b>Total Deposit</b>	<b>\$</b>

Amount, if any, of petty cash being returned with this deposit: \_\_\_\_\_

\_\_\_\_\_  
Signature of person requesting the deposit

\_\_\_\_\_  
Initials of Treasurer as Second Counter

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For Treasurer Use Only  
Taxable sales \_\_\_\_\_ Non-taxable sales \_\_\_\_\_  
Petty cash \_\_\_\_\_ PA tax amount (6%) \_\_\_\_\_  
Total (should match "Total Deposit" above) \_\_\_\_\_  
Notes \_\_\_\_\_