



GEMS Deposit Form

Committee/Event: _____

Date: _____

1. Use a separate deposit form for each budget item.
2. Submit items to be deposited and this completed form to the Treasurer. If the Treasurer is not available, leave in the PTA lockbox in the front office.
3. Deposits should not be taken home or left in the school safe.
4. Verify that all checks are filled out correctly. The payee name should be "GEMS PTA". Also verify that the date is current and that the legal line amount matches the courtesy box amount.
5. Maintain a copy of the checks for your records.

Item	Quantity	Amount	Total Amount
Pennies		X \$0.01	
Nickels		X \$0.05	
Dimes		X \$0.10	
Quarters		X \$0.25	
Ones		X \$1.00	
Fives		X \$5.00	
Tens		X \$10.00	
Twenties		X \$20.00	
Fifties		X \$50.00	
Hundreds		X \$100.00	
Cash Total			
Number of Checks			
Checks Total			
Total Check			

Counted by: Print: _____ Sign: _____ Date: _____

Counted by: Print: _____ Sign: _____ Date: _____

Treasurer: Print: _____ Sign: _____ Date: _____

Deposit Date: _____ Statement Month: _____ Budget Update: _____