

L. M. Nixon PTA Deposit Request Instructions

1711 Stanford Avenue, Stanford, CA 94305

1. Two PTA volunteers must count the money received from an event or program at the time it is collected and simultaneously – one counts, the other observes, and then the other counts and the first observes. Both volunteers must sign and date. PTA guidelines require that funds be deposited ASAP - ideally within 24 hours of collection.
 - Separate all bills by denomination, flat, upright, and facing in the same direction.
 - Separate coins by type and roll coins (\$10 for quarters, \$5 for dimes, \$2 for nickels, and \$.50 for pennies). Coin rolls are available at Nixon or from the Financial Secretary. Our bank does not accept loose coins over the above amounts.
 - Remove all staples from checks.
 - Verify that each check has a valid date, correct payee, accurate amount, and signature. If any of these items is missing, please contact the issuer to request a correction or replacement.
 - Secure all checks in the same order listed on the deposit sheet (envelope, rubber band, or paperclip). Organizing and separating checks by Deposit Request page number is appreciated.
2. Use **one** Deposit Request form for each event or program. For example, if you are requesting a deposit for three different events, please fill out three separate Deposit Request forms. This ensures accurate accounting of PTA monies.
3. **To complete a Deposit Request in writing:** Print and fill out the Deposit Request (next pages). These forms are available on the Nixon website or hard copies can be found in the PTA drawer at the school office.
4. **To complete a Deposit Request using an electronic spreadsheet:** If you collected a large number of checks and/or are comfortable using a spreadsheet (Excel, etc.), please use the electronic version of the Deposit Request provided on the school website. Fill out the blue areas and the spreadsheet will calculate the rest. After filling out the required information, print the completed form and attach it to the deposit. You may also email the spreadsheet to the Financial Secretary.
6. Sign and date your deposit request in the “Submitted by” space.
5. Email the Financial Secretary with the name of your event and the total amount to be deposited. Place the money and the completed hard copy of the Deposit Request form in the Financial Secretary folder in the PTA drawer at Becky’s desk. Deposits with a large amount of cash must be stored in the school safe (ask Becky for assistance). The financial secretary will verify and complete the deposit.

Nixon PTA Deposit Request
1711 Stanford Avenue, Stanford, CA 94305

Name and Date of Event where funds were collected: _____

Submitted by:	Signature:	Date:
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All cash must be counted twice and documented on the date collected. Each cash counter must have the other cash counter observe the cash count and verify with a signature below.

First cash count performed by: _____ on _____ (date).

First cash count observed by: _____ on _____ (date).

Second cash count performed by: _____ on _____ (date).

Second cash count verified by: _____ on _____ (date).

Type of Coin	# of Coins in Each Roll	# of Rolls	Loose Coins	Dollar Amount
Pennies	50			
Nickels	40			
Dimes	50			
Quarters	40			
Half-dollars	20			
Dollars	25			
Total Coins (line a): \$				

Bills	Number of Bills	Dollar Amount
\$ 1.00		
\$ 5.00		
\$ 10.00		
\$ 20.00		
\$ 50.00		
\$ 100.00		
Total Currency (line b): \$		

#	Check Number	\$ Amount	#	Check Number	\$ Amount
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		
Total check amount (line c): \$					

Total coins (line a): \$ _____

Total currency (line b): \$ _____

Total check amount (line c): \$ _____

Total number of checks: _____

Deposit Total (add lines a, b, and c, together): \$ _____

PTA Executive Board Financial Secretary Verification on _____ **(date)**

Name: _____

Signature: _____