

# NORTHWOOD HIGH SCHOOL PTSA

## Revenue Verification and Deposit Request Form

Committee \_\_\_\_\_  
or Event: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Submitted by: \_\_\_\_\_  
Deposit Description (e.g., Calendar Ads, Concessions, etc.) \_\_\_\_\_

Cash Detail	Amount	Check Detail	Amount
CURRENCY		<i>List checks individually or attach tape in this section.</i>	
_____ x \$100.00			
_____ x 50.00			
_____ x 20.00			
_____ x 10.00			
_____ x 5.00			
_____ x 2.00			
_____ x 1.00			
CURRENCY SUBTOTAL	\$ _____		
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COIN			
_____ x \$1.00			
_____ x 0.50			
_____ x 0.25			
_____ x 0.10			
_____ x 0.05			
_____ x 0.01			
COIN SUBTOTAL	\$ _____		
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TOTAL CASH:	\$ _____	TOTAL CHECKS:	\$ _____
<b>TOTAL DEPOSIT:</b>		\$ _____	

**All deposits MUST be recorded using this form. THREE different signatures are required.**

Counted & verified by: \_\_\_\_\_

Counted & verified by: \_\_\_\_\_

Verified & deposited by: \_\_\_\_\_

**Please log in the original of this form and the funds to be deposited in the PTSA DEPOSIT LOG BOOK located in the Student Store.**