



# O'Rourke MS PTA DEPOSIT VERIFICATION FORM

This Deposit Verification Form should be filled out for each deposit being made. Per NYS PTA policy, all monies **MUST** be counted and verified by 2 people. Cash funds need to be **deposited by the treasurer within 24 hours** of collecting them.

DATE: \_\_\_\_\_ PROGRAM or COMMITTEE: \_\_\_\_\_

DESCRIPTION OF SOURCE OF FUNDS (ex: admission fee, bake sale, fundraiser, etc):  
\_\_\_\_\_

Two people who counted the money (**required, print and sign below**):  
\_\_\_\_\_

TOTAL AMOUNT OF CHECKS: \$ \_\_\_\_\_ number of checks: \_\_\_\_\_

TOTAL AMOUNT OF CASH: \$ \_\_\_\_\_

TOTAL AMOUNT OF DEPOSIT: \$ \_\_\_\_\_

PLEASE GIVE THIS FORM WITH THE DEPOSIT TO THE TREASURER, LORRAINE O'DONNELL, 7 COLIN DRIVE, GLENVILLE WITHIN 24 HOURS OF YOUR EVENT. IF YOU CANNOT REACH THE TREASURER, PLEASE CONTACT ANOTHER MEMBER OF THE EXECUTIVE BOARD AS PER THE WEBSITE. THANK YOU



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