



Poplar Tree Elementary PTA

13440 Melville Lane
Chantilly, VA 20151
(703) 633-7400

DEPOSIT WORKSHEET

Date: _____

Submitted by: _____

Committee: Membership (Please also include Membership Deposit Worksheet)

Spirit wear Non-Unit (Type): _____

Fundraiser: Fall Festival Donation: _____

Other: _____

Deposit Details:

Cash Amount: \$ _____

Check Amount: \$ _____ Number of Checks: _____

Total Amount of Deposit: \$ _____

Please Note – Any cash deposit requires 2 signatures below!!!

Signature #1 _____ cash amount submitted is accurate

Signature #2 _____ cash amount submitted is accurate

Please attach a "Deposit Worksheet Attachment" or similar worksheet when more than 5 checks are included in the deposit or when any cash is included.

Treasurer's Use:

Date Deposit Received: _____

Notes: _____
