



**Armstrong PTA
DEPOSIT FORM
2018-2019**

Today's Date: _____

Total Amount of Deposit: \$ _____

Please complete all fields below for record keeping purposes!

Your name: _____

Your Email: _____

Your Phone: (____) _____

PTA Position/Committee/Other: _____

CIRCLE: Eagle Store Memory Book Directory Box Tops
Scot Dollars Registration Auction Carnival

If deposit includes sales tax, enter sales tax amount (8.25%):

(Sales tax is applicable for any sales of physical items i.e. Spirit sales)

Description of Deposit: _____

CIRCLE: Ads Underwriting/ Sponsors Tickets Raffles
Merchandise Eagle Parties Box Tops T-shirts Class Gift
Class Creation

Signature: _____

Print name: _____

TO BE COMPLETED BY TREASURER-ELECT
Received on: _____

*Please place Deposit form & cash/checks in an envelope, then into the PTA Treasurer Lock Box (green mailbox) in the school office.

*Deposit questions, contact Cherrise Cederqvist at 917.363.0132 or email ccederqvist@me.com.

*Please group all checks together based on description.

Description	#	Check #	Date on check	Last, First Name	Amount
	1				\$
	2				\$
	3				\$
	4				\$
	5				\$
	6				\$
	7				\$
	8				\$
	9				\$
	10				\$
	11				\$
	12				\$
	13				\$
	14				\$
	15				\$
	16				\$
	17				\$
Deposit Total					\$

*Please STAMP all checks to be deposited.