Always have TWO PTSA members count the money.

**Please review your checks for:**

1. Written and numeric amounts match.
2. Date—do not accept post-dated checks.
3. Make checks payable to ***OHS PTSA***.
4. Signature.
5. Write ***Deposit Only*** on back of each check with Kitsap Bank account number.

*Any variance or omissions of items 1-4 may result in a check being rejected by the bank and an adjustment to your deposit.*

Event: Date of Event:

|  |  |  |
| --- | --- | --- |
|  | Quantity | Amount |
| Pennies |  |  |
| Nickels |  |  |
| Dimes |  |  |
| Quarters |  |  |
| Dollar Coin |  |  |
| Total Coin |  |  |
| $1.00 |  |  |
| $5.00 |  |  |
| $10.00 |  |  |
| $20.00 |  |  |
| $50.00 |  |  |
|  |  |  |
| Total Currency |  |  |
| Total Checks |  |  |
| **Total Bank Deposit** |  |  |

Counted By: Counted By:

Print Name: Print Name:

General/PA/AC Group Name (i.e. Football)

Budget Item: