

AVON GROVE INTERMEDIATE SCHOOL



DEPOSIT DETAIL

- Please complete this form for each individual deposit.
- Contact PTA Treasurer Shannon Smerkanich at treasurer@agispta.org for processing.
- Indicate any returned Petty Cash included in deposit. Must equal amount of Petty Cash requested.

Form completed by: _____ Date: _____

Phone number: _____ Email: _____

Explanation of deposit: _____

Indicate the breakdown of the amounts to be deposited:

Bills/Coins/Checks	# of Bills/Coins/Checks	Total Dollar Amount
Checks		\$
\$100 Bills		\$
\$50 Bills		\$
\$20 Bills		\$
\$10 Bills		\$
\$5 Bills		\$
\$1 Bills		\$
** Excess loose coin is not accepted by the bank. If there are enough coins to fill a roll, it must be rolled. Wrappers are available in the PTA Cabinet, if needed.		
	Rolls	Loose
Quarters (\$10 per roll)		\$
Dimes (\$5 per roll)		\$
Nickels (\$2 per roll)		\$
Pennies (\$.50 per roll)		\$
Misc. Coins		\$
Total Deposit Amount:		\$

Amount of returned Petty Cash included in the deposit: _____

Signature of Person Requesting the Deposit

Signature of Treasurer or Officer

For Treasurer Use Only

Taxable Sales: _____

Non-Taxable Sales: _____

6% PA Sales Tax: _____

Use Tax Sales: _____

Other Income: _____

Petty Cash: _____

Total: _____

Notes: _____