

## NORTHWOOD HIGH SCHOOL PTSA REVENUE VERIFICATION AND DEPOSIT REQUEST FORM

Committee

Submitted by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DEPOSIT DETAIL	AMOUNT	DEPOSIT DISTRIBUTION	AMOUNT
<b>CURRENCY</b>			
_____ x \$100.00	_____	Student Store	\$ _____
_____ x 50.00	_____	Spiritwear	
_____ x 20.00	_____	Membership	
_____ x 10.00	_____	Membership Donation	
_____ x 5.00	_____	Disaster Prep	
_____ x 2.00	_____	Directory	
_____ x 1.00	_____		
<b>CURRENCY SUBTOTAL</b>	<b>\$ _____</b>	Other:	
<b>COIN</b>			
_____ x \$1.00	_____		
_____ x 0.50	_____		
_____ x 0.25	_____		
_____ x 0.10	_____		
_____ x 0.05	_____		
_____ x 0.01	_____		
<b>COIN SUBTOTAL</b>	<b>\$ _____</b>	Grad Night Year _____	
<b>CHECKS(list bundle/tape totals)</b>		Calendar Sales	
_____	_____	Calendar Ads	
_____	_____	Ticket	
_____	_____	Donation	
_____	_____	Jr Birthday	
_____	_____		
<b>CHECKS SUBTOTAL</b>	<b>\$ _____</b>	Other:	
<b>TOTAL DEPOSIT</b>	<b>\$ _____</b>	<b>TOTAL DEPOSIT</b>	<b>\$ _____</b>
		<i>Please confirm this total agrees with the total deposit amount.</i>	

**All deposits MUST be recorded using this form. THREE different signatures are required.**

**Counted & verified by:** \_\_\_\_\_

**Counted & verified by:** \_\_\_\_\_

**Verified & deposited by:** \_\_\_\_\_

**Please log in the original of this form and the funds to be deposited in the PTSA DEPOSIT LOG BOOK located in the Student Store.**