

NORTHWOOD HIGH SCHOOL PTSA REVENUE VERIFICATION AND DEPOSIT REQUEST FORM

Submitted by: _____ Committee _____
 or Event: Student Store Date: ____ / ____ / ____

DEPOSIT DETAIL		AMOUNT	DEPOSIT DISTRIBUTION		AMOUNT
CURRENCY					
_____	x \$100.00	_____	DIRECTORY	\$	_____
_____	x 50.00	_____			_____
_____	x 20.00	_____	CALENDAR		_____
_____	x 10.00	_____			_____
_____	x 5.00	_____	SPIRIT WEAR		_____
_____	x 2.00	_____			_____
_____	x 1.00	_____	STUDENT STORE		_____
CURRENCY SUBTOTAL		\$ _____			
COIN					
_____	x \$1.00	_____	DECALS		_____
_____	x 0.50	_____			_____
_____	x 0.25	_____	BOOK SALES		_____
_____	x 0.10	_____			_____
_____	x 0.05	_____	OTHER _____		_____
_____	x 0.01	_____			_____
COIN SUBTOTAL		\$ _____			
CHECKS(list bundle/tape totals)					
_____		_____			_____
_____		_____			_____
_____		_____			_____
_____		_____			_____
CHECKS SUBTOTAL		\$ _____			
TOTAL DEPOSIT		\$ _____	TOTAL DEPOSIT	\$ _____	

Please confirm this total agrees with the total deposit amount.

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.