

2023-2024 Delaware Military Academy PTA DEPOSIT FORM

Event Date: _____

Cash Drawer to equal: \$200

Quarters = \$20

\$1 = \$50

\$5 = \$50

\$10 = \$60

\$20 = \$20

1st Counter: _____

2nd Counter: _____

Cash - Bills	# of Bills	Sub Totals	Totals
\$100		\$	
\$50		\$	
\$20		\$	
\$10		\$	
\$5		\$	
\$2		\$	
\$1		\$	
Total Cash - Bills			\$
Cash - Coins	# of Coins	Sub Totals	
\$1		\$	
\$.50		\$	
\$.25		\$	
\$.10		\$	
\$.05		\$	
\$.01		\$	
		\$	
Total Cash - Coins			\$
Checks	# of Checks		
Total Checks			\$
Total Deposit			\$

Signature of 1st Counter

Date

Signature of 2nd Counter

Date

For Treasurer's Use Only:

Deposit Date: _____ **Amount of Deposit: \$** _____ **Budget Line Item:** _____

Treasurer's Signature: _____

Instructions:

- Please count all the money and return the money and completed form(s) to Renee Hafer, PTA Treasurer.
- All funds and signed/completed deposit form(s) must be turned over to the Treasurer to deposit within three (3) days of the event.
- Treasurer will make deposit and send you a copy of the deposit slip unless otherwise arranged.
- Cash box monies must be re-deposited as a separate deposit with a separate deposit form at the end of the year.
- Unless otherwise arranged, do not leave funds at school - contact Treasurer to plan for either deposit or delivery funds to Treasurer.

Form & Receipts can be mailed to Renee Hafer at: **2610 Majestic Drive, Wilmington, DE 19810**

Scanned and emailed to Renee Hafer at: **rhafer@myneil.com**

or placed in the PTA box in the school office (DO NOT LEAVE CASH IN THE MAILBOX!)

Questions? Renee Hafer 302-388-4261 (cell)