

## Penn London Elementary School PTA

### Deposit Detail Form

- Please fill out this form for each individual deposit
- Once form is Complete contact the Treasurer for Processing
- Lori Wickline – [Law41500@verizon.net](mailto:Law41500@verizon.net) – 610-268-0799
- Indicate any Petty Cash being Returned (must equal original request)

Form Completed By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Briefly explain deposit \_\_\_\_\_

Include the breakdown of the funds to be deposited:

Bills/Coins	# of Bills/Coins/Checks	Total Dollar Amount
Checks		\$
\$100 Bills		\$
\$50 Bills		\$
\$20 Bills		\$
\$10 Bills		\$
\$5 Bills		\$
\$1 Bills		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
Misc. Coins		\$
	<b>Total Deposit</b>	\$

Amount of Petty Cash being returned with this deposit \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature of Person Requesting the Check*

\_\_\_\_\_  
*Signature of Committee Chair or Officer*

**AT NO TIME IS MONEY TO BE LEFT IN THE OFFICE UNATTENDED!!!!**