

SQUALICUM HIGH SCHOOL PTSA CASH COUNT FORM

sqhsptsatreas@gmail.com

For Treasurer Use:

Date Rec'd & Initials _____

Date Posted: _____

Always have TWO PTSA members (not from the same family) count the money.

Please review your checks for:

1. Written & numeric amounts match
 2. Date – do not except postdated checks
 3. Make checks payable to “SQHS PTSA”
 4. Signature
 5. The words “US FUNDS” in the event of a Canadian Check
 6. Write “Deposit Only” on back of each check with WECU account number.
- Any variance or omissions of items 1-5 may result in a check being rejected by the bank and an adjustment to your deposit.

Event: _____

Date of Event: _____

	Quantity	Amount
Pennies		
Nickels		
Dimes		
Quarters		
\$1 Coin		
Total Coin		
\$1.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
Total Currency		
Total Checks		
Total Bank Deposit		
Total VISA Slips		

Counted By: _____

Counted By: _____

Print Name: _____

Print Name: _____

General/PAAC Group Name (e.g. football) _____

Budget Item: _____

Deposits need to be directly deposited at WECU. If not using night deposit, please ask WECU to memo your PAAC on the deposit slip. Attach WECU deposit slip to Cash Count Form and drop off in the PTSA mailbox outside the ASB hallway at Squalicum High. Record of deposit can be delivered via email to sqhsptsatreas@gmail.com. Put **Deposit** in the subject line and attach scanned deposit slip—TIF or JPEG—and this completed form. If you have questions, please contact the current SqHS PTSA Treasurer.