

# Starting Cash Deposit

For the 2023 -2024 School Year

**Please complete the following information:**

Date: \_\_\_\_\_ Budget Category: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your email address: \_\_\_\_\_

Cash box stocked by:  PTSA Funds  Individual Funds

### Currency Chart

Bills		Amount	=	Total
	X	\$100	=	
	X	\$50	=	
	X	\$20	=	
	X	\$10	=	
	X	\$5	=	
	X	\$1	=	
Total Bills			=	

Coins		Amount	=	Total
	X	\$1.00	=	
	X	\$.50	=	
	X	\$.25	=	
	X	\$.10	=	
	X	\$.05	=	
	X	\$.01	=	
Total Coins			=	

Total Bills \$ \_\_\_\_\_  
 Total Coins \$ \_\_\_\_\_

**Amount Issued** \$ \_\_\_\_\_

Signature of two (2) Counters:

*(Always have two different people count the money separately, deposits will not be accepted without two signatures)*

\_\_\_\_\_  
 Counter 1

\_\_\_\_\_  
 Counter 2

If you have any questions, please contact Kimberly Miller, Treasurer at [treasurer@rhmsptsa.org](mailto:treasurer@rhmsptsa.org).

### For Treasurer's Use Only:

Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Category: \_\_\_\_\_