

Saint James Elementary School  
 30 Peters Place  
 Red Bank, NJ 07701

**PTA Deposit Form**

**Budget Year** \_\_\_\_\_ - \_\_\_\_\_

PTA Activity/Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Cash**

Denomination	Number	Amount
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$1.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
Other		

**Cash Total \$** \_\_\_\_\_

**Checks**

Description	Number	Amount

**Check Total \$** \_\_\_\_\_

**Deposit Total \$** \_\_\_\_\_

Submitted by: \_\_\_\_\_

-----  
*For office use only*

**St. James Business Office**

Deposit envelope received by: \_\_\_\_\_

**Rectory**

Deposit counted and verified by: \_\_\_\_\_

*During normal Rectory business hours, the person receiving your deposit at the Rectory will sign this page and give it back to you. Outside normal Rectory business hours, place your deposit envelope into the mail slot to the right of the Rectory door. This deposit form should be included in your deposit envelope. After the Rectory has counted and verified the amount of the deposit, the Rectory will sign this page and give it to the Business Office and/or Treasurer.*

**Saint James Elementary School  
30 Peters Place  
Red Bank, NJ 07701**

**PTA Deposit Form  
Depositor's Copy**

PTA Activity/Event: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**Cash Total \$** \_\_\_\_\_

**Check Total \$** \_\_\_\_\_

**Deposit Total \$** \_\_\_\_\_