

## Loomis Basin Charter School PTC Deposit Form

Submit the completed form to the LBCS office. For check deposits, itemize each check or use the office adding machine to total all checks then wrap checks in the adding machine register. Please have all proceeds counted and verified by two people. For questions, contact the PTC Treasurer at [lbcptctreasurer@gmail.com](mailto:lbcptctreasurer@gmail.com).

Committee/Event: \_\_\_\_\_ Date: \_\_\_\_\_

### **Totals from reverse side**

<b><u>Check Total:</u></b>	\$
<b><u>Currency Total:</u></b>	\$
<b><u>Coin Total:</u></b>	\$
<b><u>Deposit Total:</u></b>	\$

Counted By: \_\_\_\_\_ \*Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Counted By: \_\_\_\_\_ \*Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Two signatures are required

Currency		
	Qty.	Amount
\$100	x	
\$20	x	
\$10	x	
\$5	x	
\$1	x	
<b>Currency Total:</b>		

Coins		
	Qty.	Amount
\$1.00	x	
\$0.50	x	
\$0.25	x	
\$0.10	x	
\$0.05	x	
\$0.01	x	
<b>Coin Total:</b>		

Checks		
	Check #	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
<b>Check Total:</b>		

