



Fort Washington Parent Association
Deposit Request Form

DATE: _____

EVENT NAME: _____

CREDIT CARDS:

VISA/MS \$ _____

AMEX \$ _____

DISCOVER \$ _____

TOTAL CREDIT CARDS: \$ _____

BANK DEPOSIT

COINS \$ _____

CURRENCY \$ _____

CHECKS \$ _____

TOTAL CASH AND CHECKS: \$ _____

TOTAL EVENT RECEIPTS: \$ _____

INSTRUCTIONS:

1. Fill out Deposit Form in its entirety (Recommended - keep a copy for your records).
2. Attach credit card slips/cash/checks to deposit form.
3. Give to Sheila Cobb (Office Supervisor) in school office to place in PA safe.
4. Email Treasurer's to notify deposit is waiting in PA safe. FortWashingtonTreasurer@gmail.com

* If any corrections are done to deposit while verifying Treasurer will notify the individual submitting the deposit.

CHECK #	CHECK \$	CHECK #	CHECK \$	CHECK #	CHECK \$	CHECK #	CHECK \$
1	_____	26	_____	51	_____	76	_____
2	_____	27	_____	52	_____	77	_____
3	_____	28	_____	53	_____	78	_____
4	_____	29	_____	54	_____	79	_____
5	_____	30	_____	55	_____	80	_____
6	_____	31	_____	56	_____	81	_____
7	_____	32	_____	57	_____	82	_____
8	_____	33	_____	58	_____	83	_____
9	_____	34	_____	59	_____	84	_____
10	_____	35	_____	60	_____	85	_____
11	_____	36	_____	61	_____	86	_____
12	_____	37	_____	62	_____	87	_____
13	_____	38	_____	63	_____	88	_____
14	_____	39	_____	64	_____	89	_____
15	_____	40	_____	65	_____	90	_____
16	_____	41	_____	66	_____	91	_____
17	_____	42	_____	67	_____	92	_____
18	_____	43	_____	68	_____	93	_____
19	_____	44	_____	69	_____	94	_____
20	_____	45	_____	70	_____	95	_____
21	_____	46	_____	71	_____	96	_____
22	_____	47	_____	72	_____	97	_____
23	_____	48	_____	73	_____	98	_____
24	_____	49	_____	74	_____	99	_____
25	_____	50	_____	75	_____	100	_____

COUNTED AND SUBMITTED BY: _____ Contact #: _____

RECEIVED AND VERIFIED BY: _____

(FWPA BOARD MEMBER)