

How to Hand In PTA Money for Deposit

1. Fill out the Itemized Receipt Form. These may be obtained from the Teacher Workroom in the white rolling cart under the cabinet or online at the SRE PTA website.
2. Have 2 people count the money, verifying that the amount is exactly the same. The 2 money counters should sign the form at the bottom and date it.
3. Let the Treasurer know that there is money to be deposited. If the Treasurer is not present, please take the money and the Itemized Receipt Form to the school office and have it placed in the box marked PTA in the secured room. The receptionist, secretary, and registrar should have access to this box.
4. If money has been left at the office, please call the Treasurer to let them know. This will help ensure that the money will be deposited in a timely manner.