



Arlington Science Focus School PTA

1501 North Lincoln Street

Arlington, VA 22201

2018-19 DEPOSIT SUBMISSION FORM

Instructions:

- 1) Please complete this **form** and include it with any **cash or checks** you want to deposit.
- 2) Place the **form** and the **items** to be deposited in an **envelope**, to make sure everything stays together.
- 3) If you are depositing **checks** only, place the envelope in the **Treasurer's folder** in the PTA office mailbox.
- 4) If you are depositing **CASH**, please give the envelope to Ms. Smirolfo to hold.

Rev:20180814

Date: _____

Submitted by: _____

Contact : _____
 phone _____ email _____

Description _____

Codes	Budget Account
D-01	PTA member donations
D-02	Gym use donations
D-03	Corporate donations
D-04	Donations (Other)
F-02	No Frills
F-03	Grocery Card Programs
F-05	School Pictures
F-06	Auction
F-07	T-Shirts/Other Promo Items
F-09	Student School Supplies
F-10	Miscellaneous Fund Raising
M-02	Membership Dues
M-07	Miscellaneous Income
NR-03	Yearbook
NR-04	5th Grade Class Fund
NR-05	Holiday Helpers
NR-06	5K & Fun Run
NR-07	Book Fair

Budget Account Code	
----------------------------	--

Amount of Deposit

#	Denomination	Total
	x \$100	\$
	x \$50	\$
	x \$20	\$
	x \$10	\$
	x \$5	\$
	x \$2	\$
	x \$1	\$
Change		
Total Cash		
Total Checks		
Total Deposit		