

**Oklahoma Road Middle School PTA, Inc.**  
***INCOME /DEPOSIT FORM***



**Date:** \_\_\_\_\_

To: PTA Treasurer – **Alicia Gipe 410-905-6349**

Income Category: \_\_\_\_\_ (If unsure, confirm with Treasurer. Please **do not** submit Income/Deposit forms for multiple Income Categories. For example, if you are depositing money for multiple Committees/Budget Categories, please fill out a separate form for each).

Amounts:      Checks: \$ \_\_\_\_\_  
                  Cash: \$ \_\_\_\_\_  
                  Coins: \$ \_\_\_\_\_  
                  Total: \$ \_\_\_\_\_

Submitted By: \_\_\_\_\_  
*(Signature of Person 1 Counting Money)*

\*2 Signatures Required

Verified By: \_\_\_\_\_  
*(Signature of Person 2 Counting Money)*

**\*\*WHEN CHECKS ARE BEING SUBMITTED FOR DEPOSIT, PLEASE REMEMBER TO PHOTOCOPY ALL CHECKS, AND ATTACH PHOTOCOPIES TO THIS FORM WHEN SUBMITTING TO TREASURER.\*\***

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**Treasurer Use Only:**

Deposit Date: \_\_\_\_\_

Amount deposited verified by bank deposit receipt: \$ \_\_\_\_\_

Treasurer's Initial: \_\_\_\_\_

Confirmation of Budget Category: \_\_\_\_\_