

SQUALICUM HIGH SCHOOL PTSA
sqhs_ptsa_treas@yahoo.com
CASH COUNT

Always have TWO PTSA members count the money

Please review your checks for:

1. **Written & numeric amounts match**
2. **Date** – not a post or state (more than 6 months old)
3. **Payee** – should be **“SQHS PTSA”**
4. **Signature**
5. The words **“US FUNDS”** – in the event of a Canadian check

Please be sure that your PAAC name is in the memo line.

Any variances or omissions of items 1 – 4 may result in a check being rejected by the bank and an adjustment made to your deposit.

	Quantity	Amount
Pennies		
Nickels		
Dimes		
Quarters		
Total Coin:		
\$1.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
Total Currency		
Total Checks		
Total Deposit		

Counted by: _____

PRINT NAME

Phone Number: _____

Counted by: _____

PRINT NAME

Phone Number: _____

General/PAAC Group Name (e.g. football): _____

Budget Item: _____

Date Treasurer Received: _____

Treasurer Signature: _____

***Deposits can be dropped off at Moss Adams which is located in Barkley Village (2200 Rimland Lane, Suite 300). Office hours 8:15 – 5:00pm M-F Same building as On Rice - 3rd floor. Phone 201-8106 and 296-1826**