

# Franklin Sherman Elementary School PTA

## Request for Deposit

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ Checks \_\_\_\_\_ # of Checks  
\_\_\_\_\_ Cash  
\_\_\_\_\_ Total

Itemization attached?    YES                    NO  
(circle one)

COMMITTEE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

- Please attach all documentation to this form and place in the PTA Treasurer's Folder.
- Contact Katie Maness at (703) 883-0162 or [ktmaness@aol.com](mailto:ktmaness@aol.com) and let her know you are leaving a deposit
- Remember to keep a copy for your records.