HPA DEPOSIT FORM

LIST CHECKS by Name or Amount

Examples		**CURRENCY**	
5 X $25	$ *125*	$ 1 X _____	= $_____
Smith	$ *50*	$ 5 X _____	= $_____
_____	$ _____	$ 10 X _____	= $_____
_____	$ _____	$ 20 X _____	= $_____
_____	$ _____	$ 50 X _____	= $_____
_____	$ _____	$100 X _____	= $_____
_____	$ _____	Subtotal	$_____
_____	$ _____	**COIN**	
_____	$ _____	0.01 X _____	= $_____
_____	$ _____	0.05 X _____	= $_____
_____	$ _____	0.10 X _____	= $_____
_____	$ _____	0.25 X _____	= $_____
_____	$ _____	0.50 X _____	= $_____
(If more space required, use back or attached page)		Subtotal	$_____
TOTAL CHECKS	$ _____	TOTAL CURRENCY	$_____

Or TOTAL PAYPAL DEPOSIT $ _____ Note: DO NOT COMBINE PAYPAL AND CASH/
Attach Itemized Documentation CHECKS DEPOSIT FORM. ONE PER DEPOSIT.

TOTAL $_____

HPA BUDGET _____ (e.g., Auction, Carnival, Social, Yearbook, etc.)
Please use two forms if deposit applies to multiple budgets.

INCOME Type (Check one)

- ☐ Classroom Fees: collected at sign-up parties for the present year
- ☐ Underwriting: special donations (e.g., for carnival, auction, etc.)
- ☐ Deferred revenue: collections in non-6th grade year for 6th grade year expenses
- ☐ Designated revenue: all other collected income (carnival, tshirts, auction, carpool, etc.)

_____ _____ _____ _____

Name/Signature Date Processed by (Asst. Treas) Date