



**CHECK/CASH DEPOSIT FORM
2023-2024 School Year
Wood Acres PTA**

DEPOSIT INSTRUCTIONS

Itemize all checks, preferably in an Excel worksheet. For each check, be sure to include the name on the check, the check number and the check amount.

1. Complete and print this deposit form.
2. Deliver all checks, cash, this deposit form, and the itemized list of checks to Stephanie Hartzberg at:

Stephanie Hartzberg – 5925 Searl Terrace – Bethesda, MD 20816

To coordinate delivery of checks and cash or if you have any questions, please send an email to Stephanie at treasurer@woodacrespta.org.

Please Note: You DO NOT need to endorse checks.

From:

Date:

Email:

Phone Number:

Area Code

Phone Number

Committee or Fund Name:

Source of Receipts (Event Name):

Cash:

\$ amount

Checks:

\$ amount

Number of Checks