Revenue Deposit and Receipt Form

Date of Receipt:________________ _______________________

Amount of Deposit:__________________________________________

Source of Deposit:________ ____________

Please attach all supporting documentation to this form and indicate where funds should be allocated (e.g., donations, PTSA memberships, directories, jackets). Where applicable please attach a summary list and total of check #'s and check amounts.

PTSA Committee Chair or Executive Committee Member Approval

Signature __________________   Printed Name:____ ________

Deposit Prepared by: ___________________

Telephone / E-mail (of preparer):__________________________________________________

I acknowledge receipt of  $____
Treasurer’s Signature:___________________________

Instructions: Please complete 2 copies of this deposit form with attached funds and contact the PTSA Treasurer (see below) to make deposit arrangements. Deposits should be hand delivered (preferred method) or may be either mailed to the address listed below, or left in the Treasurer’s folder in the PTSA mailbox in the school’s front office.

Enit Lulushi
TJHSST PTSA Treasurer
2928 Fox Mill Manor Dr
Oakton, VA 22124

Questions? Contact Enit Lulushi by email  ptsa.treasurer@tjhsst.edu or (703) 517-9772

For Treasurer’s Use Only:
Date Deposited __ ____ Deposit #____________ Account:____________