



PTO DEPOSIT FORM

2017-18 SCHOOL YEAR

Your Name _____ Phone _____

Date Submitted _____ Total Amount \$ _____

Project/Category _____

Specific Description of Source (ex: *spirit sales purchases, fun lunch sales, book fair revenue*) _____

When depositing more than 10 checks, please attach a tape/spreadsheet list with the total amount of the checks.

Complete the following information for your deposit

<i>Cash</i>		<i>Checks</i>	
\$20	x _____ = _____		
\$10	x _____ = _____		
\$ 5	x _____ = _____		
\$ 1	x _____ = _____		
.25	x _____ = _____		
.10	x _____ = _____		
.05	x _____ = _____		
.01	x _____ = _____		
Total Cash	\$ _____	Number of Checks	_____
		Total Checks	\$ _____

Accepted by (PTO Treasurer) _____ Date _____

For Treasurer's Use Only

Category _____ Deposit Date _____ bank e-deposit
