



# PTO DEPOSIT FORM

## 2019-20 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 _____ = _____.		
<b>Total Cash \$</b> _____		Number of Checks	_____
		<b>Total Checks</b>	\$ _____

Accepted by (PTO Treasurer) \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer's Use Only

Category \_\_\_\_\_ Deposit Date \_\_\_\_\_  bank  e-deposit