



## DEPOSIT FORM

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Form Submitted by (if different than Event Chairperson): \_\_\_\_\_

### **CASH**

Write the sum of the Total Bills and the Total Coins in the Total Cash line below.

Type of Bill	#	Amount
\$100.00		\$ .
\$50.00		\$ .
\$20.00		\$ .
\$10.00		\$ .
\$5.00		\$ .
\$2.00		\$ .
\$1.00		\$ .
<b>Total</b>		<b>\$ .</b>

Type of Bill	#	Amount
Dollar		\$ .
Half-dollar		\$ .
Quarter		\$ .
Dime		\$ .
Nickel		\$ .
Penny		\$ .
<b>Total</b>		<b>\$ .</b>

**TOTAL CASH:** \$ \_\_\_\_\_

### **CHECKS**

# OF CHECKS: \_\_\_\_\_

**TOTAL CHECKS:** \$ \_\_\_\_\_

Use reverse side of form to itemize all checks and transfer your totals above. You may use additional copies of the reverse if needed.

### **TOTAL DEPOSIT**

**TOTAL DEPOSIT:** \$ \_\_\_\_\_

Write the sum of the Total Checks and the Total Cash in the Total Deposit line above.

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

**\*The PTO requires there to be at least two people to count money at the end of each event, one being the Chairperson. Money must be recorded on this deposit slip and given to the Treasurer or left at the school to be locked in the safe until the next business day. No money may be taken off the school premises by anyone other than the Treasurer.**

**\*Please write the student's name and homeroom teacher on each check. This will help expedite and issues that might arise.**

**\*The Treasurer cannot accept any money that is not accompanied by this form, completed in its entirety.**

	Last Name / First	Homeroom	Cash\$	Check #	Check Amount		
1							
2							
3							
4							
5							
6							
7							
8							
9							
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24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
	<b>Total</b>		\$		\$	\$	\$