

LAUREL SCHOOL PTO

**DEPOSIT FORM**

Activity/Committee \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ Description of Source \_\_\_\_\_

***Complete the following information for your deposits (or attach spreadsheet itemizing checks and cash)***

<b>Cash</b>			<b>Checks</b>	
\$50	x _____	= _____	# _____	\$ _____
\$20	x _____	= _____	# _____	\$ _____
\$10	x _____	= _____	# _____	\$ _____
\$ 5	x _____	= _____	# _____	\$ _____
\$ 1	x _____	= _____	# _____	\$ _____
.25	x _____	= _____	# _____	\$ _____
.10	x _____	= _____	# _____	\$ _____
.05	x _____	= _____	# _____	\$ _____
.01	x _____	= _____	<i>Number of Checks</i> _____	

**Total Cash \$ \_\_\_\_\_ Total Checks \$ \_\_\_\_\_**

**ALL CASH DEPOSITS OVER \$100 MUST BE COUNTED AND VERIFIED BY TWO COMMITTEE MEMBERS**

Verified by Committee Member \_\_\_\_\_ Date \_\_\_\_\_

2d Verification of Cash Amount \_\_\_\_\_ Date \_\_\_\_\_

Accepted by PTO Officer \_\_\_\_\_ Date \_\_\_\_\_

*For Treasurer's Use Only*

Account \_\_\_\_\_ Deposit Date \_\_\_\_\_ Logged \_\_\_\_\_ Initials \_\_\_\_\_