

PTO Deposit Notice

Date: _____

Person Submitting Deposit: _____

Event (please be specific): _____

Cash and checks submitting:

	\$ AMOUNT
CHECKS:	
CASH:	
TOTAL:	

Event volunteer:

- 1- at the end of the event, count all of the cash and checks and record amounts above.***
- 2- sign your name on the 'Verified By Event Volunteer' line below.***
- 3- return the cash box and it's contents, including this form, to the Treasurer.***

Signatures:

Verified By Event Volunteer

Verified By Treasurer

Treasurer's Notes:

Date of Deposit: _____ Recorded on Stub #: _____

Amount of Start-up in Cash Box (if applicable): \$ _____