

Countryside PTO Deposit Form

Your Name _____ Phone _____
 Project _____ Date Submitted _____

Total Amount \$ _____

Prepared by (signature) _____

Complete the following information for your deposit:

Cash Breakdown

| | |
|-------------------|-----------|
| X | = |
| \$ 20 X | = |
| \$ 10 X | = |
| \$ 5 X | = |
| \$ 1 X | = |
| \$ 0.25 X | = |
| \$ 0.10 X | = |
| \$ 0.05 X | = |
| \$ 0.01 X | = |
| Total cash | \$ |

Checks

| | |
|-------------------------|-----------|
| Number of Checks | = |
| Total Checks | \$ |

Accepted by: (PTO Treasurer or Financial Secretary) _____
 _____ Date _____ Deposit Date _____

Cash: Please separate each type of currency. Run an adding machine tape or for each denomination and total the amount. Then enter the total amount of cash on the deposit form. Attach the tape to the form.

Checks: Please run an adding machine tape of the check # and amount then total the sum. Enter the total number of checks along with the amount of checks sum on the deposit form.

*If you do not have a paper tape attach a hand written record or a typed spreadsheet of each check# and amount.