

Windsong PTO Deposit Form

(See bottom of page for instructions on how to prepare deposits for PTO)

Event: _____ Date: ____/____/____

Committee: _____

Person Completing Form: _____

Deposit Summary:	Number of Checks (_____)
	Total Amount of Checks: \$_____
	Total Amount of 100's: \$_____
	Total Amount of 50's: \$_____
	Total Amount of 20's: \$_____
	Total Amount of 10's: \$_____
	Total Amount of 5's: \$_____
	Total Amount of 1's: \$_____
	Total Amount of Coins: \$_____
Deposit Grand Total:	_____ → \$_____
_____	_____
Cashier's Signature	Verifier's Signature

Deposit Directions:

- 1) All deposits should be counted and prepared under dual control.
- 2) This form should be completed at the conclusion of any PTO event where monies are received.
- 3) Once this form is completed and the totals are verified, the event cashier and second PTO committee member should sign the form verifying that the totals are accurate.
- 4) Place this form along with the cash and/or checks in an envelope and deliver to the treasurer as soon as possible. Please make a copy for your own committee if necessary.
- 5) Upon receipt of the deposit, the treasurer will verify the deposit, enter the date received, sign the form verifying the deposit totals accurately match the cash and/or checks.

_____/_____/_____
Date Received

Treasurer Signature

_____/_____/_____
Date Deposited