

Crossfield Elementary School PTO Deposit Notice

Your Name _____ Date _____

Your Email _____

Total Amount to be Deposited \$ _____

Specific Description of Sources (ie, "Money collected at Ice Cream Social")

CASH	
\$100 x _____	= \$ _____
\$50 x _____	= \$ _____
\$20 x _____	= \$ _____
\$10 x _____	= \$ _____
\$5 x _____	= \$ _____
\$1 x _____	= \$ _____
\$0.25 x _____	= \$ _____
\$0.10 x _____	= \$ _____
\$0.05 x _____	= \$ _____
\$0.01 x _____	= \$ _____
Total cash = \$ _____	

CHECKS	
Check #	Check Amount
Total checks = \$ _____	

PLEASE NOTE:

- The committee chair/organizer of this event is responsible for submitting all cash and checks to the Treasurer within 3 school days of receipt of the funds and/or close of the event.
- All coins must be sorted by denomination and placed into individual plastic baggies (i.e., all quarters in one baggie; all dimes in another baggie; etc). Each baggie should then be labeled with the total amount inside the bag and where the funds were collected from (i.e. if the baggie contains 5 quarters, label the baggie as "\$1.25 in quarters collected at ice cream social)
- Total amount of deposit must be verified by the person completing this form AND one other PTO Member who was present at the event, along with 2 PTO officers.

PTO Use Only:

Verified by (Person Completing Form) _____ Date _____

Verified by (Person Present at Event) _____ Date _____

Approved by (PTO Officer) _____ Date _____

Approved by (PTO Officer) _____ Date _____

Category _____ Date Deposited _____ Logged _____