

# Timber Ridge PTO

## Deposit Form

(All money must be counted by two people before leaving the school)

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

Committee/Project \_\_\_\_\_

Complete the following information for your deposit

**Cash**

\$100 x \_\_\_\_\_ = \_\_\_\_\_

\$50 x \_\_\_\_\_ = \_\_\_\_\_

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\$5 x \_\_\_\_\_ = \_\_\_\_\_

\$2 x \_\_\_\_\_ = \_\_\_\_\_

\$1 x \_\_\_\_\_ = \_\_\_\_\_

.25 x \_\_\_\_\_ = \_\_\_\_\_

.10 x \_\_\_\_\_ = \_\_\_\_\_

.05 x \_\_\_\_\_ = \_\_\_\_\_

.01 x \_\_\_\_\_ = \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

**Checks**

Number of checks \_\_\_\_\_

Total Check Amount \$ \_\_\_\_\_

**Total Deposit**

Total Cash \$ \_\_\_\_\_

Total Checks + \$ \_\_\_\_\_

**Total Deposit** \$ \_\_\_\_\_

- A) Fill out this deposit form and make a copy for your records
- B) Put the Deposit Form and the money in an envelope and ask the office staff to keep secure
- C) Notify the PTO Treasurer that a deposit is ready to be picked up

Money Counted by \_\_\_\_\_ Date \_\_\_\_\_

Money Counted by \_\_\_\_\_ Date \_\_\_\_\_

Verified by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

For Treasurer's use only

Deposit Amount \_\_\_\_\_ Deposit Date \_\_\_\_\_