

Kolter Elementary PTO

Deposit Notice 2018-2019 School Year

Please attach cash, checks and appropriate detail as necessary and place in safe.

Funds for Deposit:		Preparer's Name:									
<div style="border: 1px solid black; padding: 5px; min-height: 60px;"> Source of Funds for Deposit <i>(e.g., School Store, Yearbook)</i> </div>		<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Date: </div>									
Amount: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Currency (bills):</td> <td style="width: 30%; padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">Coins: <i>Please roll coins if large amount</i></td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">Checks: <i>Number of checks _____</i></td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="text-align: right; padding: 5px;">Total Amount</td> <td style="padding: 5px;">\$ -</td> </tr> </table>		Currency (bills):	\$	Coins: <i>Please roll coins if large amount</i>	\$	Checks: <i>Number of checks _____</i>	\$	Total Amount	\$ -	E-Mail Address: <p><i>If checks are included in deposit, please check one of the following:</i></p> <p><input type="checkbox"/> <i>Check detail listed below</i></p> <p><input type="checkbox"/> <i>Excess check Detail form attached</i></p> <p><input type="checkbox"/> <i>Fundraising Detail form attached</i></p>	
Currency (bills):	\$										
Coins: <i>Please roll coins if large amount</i>	\$										
Checks: <i>Number of checks _____</i>	\$										
Total Amount	\$ -										

Check Detail		
<i>Please list check detail below or attach separate worksheet. Include name, check number and amount.</i>		
	Name	Check Num.
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
Excess Check Detail Form Subtotal (if applicable)		_____
Check Total		\$ -

For Treasurer / Assistant Treasurer Use Only	
Amount Verified By (Circle or Write In): PTO Treasurer Asst PTO Treasurer Other: _____	Amount Verification Date: Bank Deposit Date: Quickbook Posting Date: Quickbook Account #:
Notes: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	