

Central PTO Committee Chair's Deposit Slip

- *Include this with all deposits given to PTO Treasurer.*
- *Please remit cash and checks to Treasurer within 5 days of receipt.*

Date submitted: _____

Committee or Program: _____

Include a detailed spreadsheet listing all receipts with name, check number, and check or cash amount.

Cash

\$20 x _____ = \$ _____
\$10 x _____ = _____
\$ 5 x _____ = _____
\$ 1 x _____ = _____
.25 x _____ = _____
.10 x _____ = _____
.05 x _____ = _____
.01 x _____ = _____

Checks

Number of checks _____

Total Cash \$ _____

Total checks \$ _____

TOTAL DEPOSIT \$ _____

Committee chair's information:

Name: _____ Phone # _____

E-mail address: _____

Signature: _____