

POMPERAUG ELEMENTARY SCHOOL PTO

Deposit Form

Chairperson's Name: _____

Event Name: _____

Today's Date: _____

AMOUNT OF DEPOSIT:

A. TOTAL CHECKS

(stamped "for deposit only" & in order by amount) \$ _____
 Number of checks _____

B. CASH BY DENOMINATION

Denominations		Quantity		Value
Singles (\$1.00)	x		=	\$
Fives (\$5.00)	x		=	\$
Tens (\$10.00)	x		=	\$
Twenties (\$20.00)	x		=	\$
Other \$	x		=	\$
Other \$	x		=	\$
Coin		xxxxxxxxxxxx		\$

Subtotal, Cash \$ _____

C. GRAND TOTAL DEPOSIT (A+B = C) \$ _____

SIGNATURES: (By signing, I verify that deposit amount has been checked)

Signature One (required) _____

Print Name _____

Signature Two (required) _____

Print Name _____

Treasurer _____

Print Name _____

POLICY:

Sealed envelope with this deposit form and check/cash should be brought to PES Main Office and provided to Donna Flynn for placement in safe. An email should be sent to the PTO Treasurers, Ann Marie Monahan (tapmonahan@charter.net) and Jen Nikolich (jnikolich@aol.com) to notify them that a deposit is in the school office. Treasurer will pick up the envelope and deposit the funds.

If checks in the envelope are not "endorsed" or if any items are missing, the Treasurer will return the envelope to the Committee Chairperson for completion.

For Office Use Only: Date received by Treasurer: _____ Date deposited by Treasurer _____