## DEPOSIT FORM

## NORD PTO 2022-2023

For timely and accurate withdrawals and reimbursements, please fill out the form correctly and completely! Please contact me with any questions or concerns! Thank you!

## Darcie Parsons, Treasurer

440-667-5202
Event/Committee: Please circle only one category. Please fill out a form for EACH category in order to keep financial records straight.

| Amazon Smile | Apparel Sale | Book Fair | Box Tops |
| :--- | :--- | :--- | :--- |
| Dances | Kalahari | Marco's Pizza Night | Membership |
| Principal Fund | School Supplies | Staff Appreciation/Hospitality | Walk-A-Thon |
| Transfer from (circle one): Cheddar Up | - Venmo - PayPal |  |  |

Other: $\qquad$

## Money Totals:

Total in Coins: $\qquad$
Total in Cash: $\qquad$
Total in Checks: $\qquad$
Deposit or Transfer Grand Total: $\qquad$

## PTO Members Involved:

Submitted by: $\qquad$
Telephone \#: $\qquad$
Second Signature: $\qquad$
Telephone \#: $\qquad$
Today's Date: $\qquad$
Please call me to make arrangements for a transfer of funds for deposit. All money above $\$ 200.00$ should be counted and signed off on by a minimum of two people

## Treasurer Records Only:

Date of Deposit at bank: $\qquad$

Count cash proceeds:
COINS:

| Pennies | x \$0.01 | = | Ones | x \$1.00 | $=$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Nickels | x \$0.05 | $=$ | Twos | $\times \$ 2.00$ | = |
| Dimes | x \$0.10 | = | Fives | $\times \$ 5.00$ | = |
| Quarters | $\times \$ 0.25$ | = | Tens | $\times \$ 10.00$ | = |
| Fifty-Cent | x \$0.50 | = | Twenties | $\times \$ 20.00$ | = |
| Dollar Coin | $\times \$ 1.00$ | = | Fifties | $\times \$ 50.00$ | = |
| Total Coins |  |  | Hundreds | $\times \$ 100.00$ | = |
|  |  |  | Total Currency |  |  |

Total checks:



Signatures of two people who have counted this deposit:

| Print Name: | Print Name: |
| :--- | :--- |
| Signature: | Signature: |

