

DEPOSIT FORM

NORD PTO 2018-2019

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

Jennifer Denn, Treasurer
440-309-5321

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

Apparel Sale	Book Fair	Dance	Membership
Walk a Thon	School In/Out	Box Tops	Principal Fund
Kalahari	School Supplies	Giant Eagle	Hospitality
Dine-to-Donate – Marco’s / Mama Jo’s		Character Education	Amazon Smile
Unknown			

Money Totals:

Total in Cash: _____

Total in Coins: _____

Total in Checks: _____

Deposit Grand Total: _____

PTO Members Involved:

Submitted by: _____

Telephone #: _____

Second Signature: _____

Telephone #: _____

Today’s Date: _____

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: _____

Count cash proceeds:

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

Total checks:

Cents																						
Dollars																						
Number																						Total

Coin Total + _____

Currency Total + _____

Checks Total + _____

Total = _____

Signatures of two people who have counted this deposit:

Print Name:		Print Name:	
Signature:		Signature:	