


# FHS PTO Deposit Form

(See bottom of page for instructions on how to prepare deposits for PTO)

Event: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Committee: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

<i>Deposit Summary:</i>	<i>Number of Checks (_____)</i>	
	<i>Total Amount of Checks:</i>	<i>\$ _____</i>
	<i>Total Amount of 100's:</i>	<i>\$ _____</i>
	<i>Total Amount of 50's:</i>	<i>\$ _____</i>
	<i>Total Amount of 20's:</i>	<i>\$ _____</i>
	<i>Total Amount of 10's:</i>	<i>\$ _____</i>
	<i>Total Amount of 5's:</i>	<i>\$ _____</i>
	<i>Total Amount of 1's:</i>	<i>\$ _____</i>
	<i>Total Amount of Coins:</i>	<i>\$ _____</i>
<i>Deposit Grand Total:</i>		<i>\$ _____</i>
_____	_____	_____
<i>Cashier's Signature</i>		<i>Verifier's Signature</i>

## Deposit Directions:

- 1) All deposits should be counted and prepared under dual control.
- 2) This form should be completed at the conclusion of any PTO event where monies are received.
- 3) Once this form is completed and the totals are verified, the event cashier and second PTO committee member should sign the form verifying that the totals are accurate.
- 4) Place this form along with the cash and/or checks in an envelope and deliver to the treasurer as soon as possible. Please make a copy for your own committee, if necessary.
- 5) Upon receipt of the deposit, the treasurer will verify the deposit, enter the date received, sign the form verifying the deposit totals. and deposit the monies into the PTO bank account.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Deposited