

PTO Deposit & Disbursement Form

Deposit Directions:

- 1) Complete the form, include check and/or cash for deposit and send to school office, **ATTN: PTO TREASURER MAILBOX** or contact Amy Degano (amydegano@gmail.com) to arrange for drop-off or pickup.
- 2) The form must be signed by the Treasurer and forwarded to the Parish Office for Deposit.

Disbursement Directions:

- 1) Complete the form and send with ORIGINAL receipts/invoices to school office, **ATTN: PTO TREASURER MAILBOX** or scan forms and receipts/invoices and send via email to Amy Degano (amydegano@gmail.com).
- 2) The form must be signed by the Treasurer and forwarded to the Parish Office for Disbursement.
- 3) You will receive a check in the mail or it can be picked up at the Parish Office based on your choice below.

If you have any questions please contact the PTO Treasurer, Amy Degano, at (703) 865-4117 or via email.

Our Lady of Good Counsel School PTO			
Date: _____		Submitted by: _____	
Phone Number: _____			
PLEASE CHECK THE APPROPRIATE DESCRIPTION			
<input type="checkbox"/>	Deposit Slip (INCOME - 4950)		<input type="checkbox"/>
CHECK	DESCRIPTION	CHECK	DESCRIPTION
	4950 PTO - Bingo		8950 PTO - Bingo
	4950 PTO - Directory Ads		8950 PTO - Directory Ads
	4950 PTO - Fall Fundraiser		8950 PTO - Fall Fundraiser
	4950 PTO - Miscellaneous		8950 PTO - Miscellaneous
	4950 PTO - Piggy Bank Fund		8950 PTO - Piggy Bank Fund
	4950 PTO - Read-a-Thon		8950 PTO - Read-a-Thon
	4950 PTO - School Kids Supplies		8950 PTO - School Kids Supplies
	4950 PTO - School Spirit Store		8950 PTO - School Spirit Store
	4950 PTO - Scrip (Gift Cards)		8950 PTO - Scrip (Gift Cards)
	4950 PTO - Social Events		8950 PTO - Social Events
	4950 PTO - Spring Fundraiser		8950 PTO - Spring Fundraiser
	4950 PTO - Used Uniform Sale		8950 PTO - Used Uniform Sale
Reason For Deposit or Reason for Disbursement Request		Amount	
1 MEMO:			
Additional Description:			
2 MEMO:			
Additional Description:			
3 MEMO:			
Additional Description:			
TOTAL:			
Disposition of Check: Circle One - Mail OR Pick up at Parish Office			
Make Check Payable to: _____			
Mail to: _____			

Approved by PTO Treasurer:		Date:	
Approved by Administration (if \$1,000+):		Date:	
<i>All Disbursement requests must be signed by the PTO Treasurer</i>			
<i>Form Revised 11/02/2018</i>			