

# Suffield Elementary PTO Deposit Notice

**Personal Information**

Date : \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**Account Information**

Project: \_\_\_\_\_ Total Amount: \_\_\_\_\_  
 Description of Source: (i.e. payment for fashion show): \_\_\_\_\_

Cash domination to be deposited

\$100 x _____ = _____	\$ 1 x _____ = _____
\$50 x _____ = _____	.25 x _____ = _____
\$20 x _____ = _____	.10 x _____ = _____
\$10 x _____ = _____	.05 x _____ = _____
\$ 5 x _____ = _____	.01 x _____ = _____

Total Cash: \_\_\_\_\_

Total # of Checks \_\_\_\_\_ Total \$ amount of checks \_\_\_\_\_

**Two people must count all deposits and sign below before giving to Accounts Receivable Officer.**

**Accts Rec Box (filled out by AR Officer)**

Account #: \_\_\_\_\_  
 Date Deposited: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

**Final Details (filled out by Chair members)**

Counted by : \_\_\_\_\_ Date \_\_\_\_\_  
 Counted by : \_\_\_\_\_ Date \_\_\_\_\_

**Submit directly to the PTO Accounts Receivable Officer, Christine Beluzo at cbeluzo82@gmail.com and Treasurer, Elizabeth Diana at Elizabethdiana73@yahoo.com.**