

Seth Paine PTO DEPOSIT RECORD

Date Submitted: _____ Submitted by: _____

Email & Phone: _____

Event, Benefitting What Committee: _____

Date of Event: _____

Chairperson of Event: _____

*List of check numbers & amounts are required. Please list checks in numerical order.
For large number of checks feel free to use additional form or Excel spreadsheet.*

CHECK #	CHECK AMOUNT	CHECK #	CHECK AMOUNT
1		15	
2		16	
3		17	
4		18	
5		19	
6		20	
7		21	
8		22	
9		23	
10		24	
11		25	
12		26	
13		27	
14		28	

Total CHECKS	Total CASH	Total COINS	Total DEPOSIT
\$	\$	\$	\$

DEPOSIT COUNTED BY: _____ DATE: _____

DEPOSIT VERIFIED BY TREASURER: _____

***Please submit deposit & this form to Treasurer. Keep a copy for yourself to confirm on Budget.
Tracy O'Shaughnessy ~ tracy.os@live.com ~ 847.791.9111***

Thank you for volunteering!