

## 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 Darren Robb (pto@olgva.org) 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 Darren Robb (pto@olgva.org).
- 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, Darren Robb, at (703) 727-0584 or via email.**

<b>Our Lady of Good Counsel School PTO</b>			
Date: _____		Submitted by: _____	
Phone Number: _____			
<b>PLEASE CHECK THE APPROPRIATE DESCRIPTION</b>			
<input type="checkbox"/>	<b>Deposit Slip (INCOME - 4950)</b>		<input type="checkbox"/>
<b>CHECK</b>	<b>DESCRIPTION</b>	<b>CHECK</b>	<b>DESCRIPTION</b>
	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
<b>Reason For Deposit or Reason for Disbursement Request</b>		<b>Amount</b>	
<b>1 MEMO:</b>			
Additional Description:			
<b>2 MEMO:</b>			
Additional Description:			
<b>3 MEMO:</b>			
Additional Description:			
<b>TOTAL:</b>			
<b>Disposition of Check: Circle One - Mail OR Pick up at Parish Office</b>			
<b>Make Check Payable to:</b> _____			
Mail to: _____			
_____			
_____			
<b>Approved by PTO Treasurer:</b>		<b>Date:</b>	
<b>Approved by Administration (if \$1,000+):</b>		<b>Date:</b>	
<b>All Disbursement requests must be signed by the PTO Treasurer</b>			
<b>Form Revised 10/2021</b>			