GMIS PTODeposit Slip

All money collected from PTO events or sales must be submitted to the PTO Treasurer or board member with a deposit slip. At least two (2) people are to count all PTO funds received and sign this deposit form. Submit this form with all the money received and receipts for PTO events in an envelope or moneybag to the PTA treasurer within 1 day of the event. The PTO treasurer must verify and provide a receipt for all money received. If the Treasurer is not available, the PTO President or Officer can handle the transaction.

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Complete the following information for tusing a cash box, please transfer the cash box recash											
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						Cash Box Start-up Total (if applicable):					
						Event Total:					

Note: A copy of the PTA Deposit Slip will be kept on file with the corresponding Cash Box Request and Cash Box Report, if applicable.