

Suffield Elementary PTO Deposit Notice

Personal Information

Date : _____ Phone: _____
 Name: _____
 Address: _____

Account Information

Project: _____ Total Amount: _____
 Description of Project: (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)

Final Details (filled out by Chair members)

Account #: _____
 Date Deposited: _____
 Receipt #: _____

Counted by : _____ Date
 Counted by : _____ Date

**Submit directly to the PTO Accounts Receivable Officer:
 Kayla Nadeau at kaylanadeau213@gmail.com**