

# CASHIER & DEPOSIT REPORT

<b>Volunteer's Name:</b>	
<b>Email Address:</b>	<b>Phone:</b>
<b>PTO Event / Activity:</b>	<b>Date of Event:</b>
<b>Date Submitted:</b>	<b>Total Amount:</b>
<b>Description of Deposit:</b>	

STARTING CASH		
Cash	Quantity	Total
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
<b>Total Amt of Cash</b>		<b>\$</b>
<small><b>NOTE:</b> Any money added or taken from the cash box should be recorded below. Do not include even change-making transactions. (Example: Treasurer replaces a twenty with 20 ones.)</small>		
<input type="checkbox"/> <b>Add</b> <input type="checkbox"/> <b>Subtract</b>	Signature	
<b>\$</b>	Signature	
<input type="checkbox"/> <b>Add</b> <input type="checkbox"/> <b>Subtract</b>	Signature	
<b>\$</b>	Signature	
Signature of PTO Officer Providing Cash Box:		
Signature of Cashier Accepting Cash Box:		

ENDING CASH / DEPOSIT AMT		
Cash	Quantity	Total
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
<b>Starting Cash Amt</b>		<b>\$</b>
<b>Total Amt of Cash</b>		<b>\$</b>
<b>Total of Amt of Checks</b>		<b>\$</b>
<b>Total Deposit</b>		<b>\$</b>
Verification of Counter #1		
Verification of Counter #2		

<b>Accepted in School Office (Signature):</b>	<b>Date:</b>
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<b>Accepted by PTO Treasurer (Signature):</b>	<b>Date:</b>
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Treasurer's Use Only: Line Item # \_\_\_\_\_ Deposit Date: \_\_\_\_\_