

# GREENE PTO DEPOSIT DOCUMENTATION

Use this form to submit funds to the PTO Treasurer for deposit. Checks can be placed in the PTO Treasurer's mailbox in the main office. Cash deposits should be delivered in person. Please call Jessica Rothgeb 513-907-0110, to make arrangements. My home address is 7646 Fairwind Drive, 45242.

**Submitted By:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

## DEPOSIT INFORMATION

**Total CASH for Deposit:** \_\_\_\_\_

**Total Amount of CHECKS:** \_\_\_\_\_

(Please group checks together by amount. For example, put all \$10 checks together, then all \$20 checks together, etc.)

**Number of Checks:** \_\_\_\_\_

**TOTAL AMOUNT OF DEPOSIT:** \_\_\_\_\_

## REASON FOR DEPOSIT

<input type="checkbox"/> Author Visit	<input type="checkbox"/> Box Tops	<input type="checkbox"/> Kroger
<input type="checkbox"/> Membership	<input type="checkbox"/> Walkathon	
<input type="checkbox"/> Carnival (Description: _____ )		
<input type="checkbox"/> Hassle Free (Description: _____ )		
<input type="checkbox"/> Other (Description: _____ )		

**Reconciliation:** (Detailed explanation of the breakdown of funds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions?** Contact Jessica Rothgeb at GRptoTreasurer@sycamoreschools.org or 513-907-0110 (text or call)

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**FOR TREASURER'S USE ONLY:** Date Deposited \_\_\_\_\_ QuickBooks \_\_\_\_\_

Account Receiving Money \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_