

Hance Elementary PTO Committee Deposit Form 2021-2022

Date: _____
 Committee: _____
 Name: _____
 Email: _____
 Phone: _____

Procedures:

Committee chairs must complete the PTO Deposit Form and enclose it along with cash/checks in the PTO provided deposit envelope.
*****Deposits must be submitted on a weekly basis as received.***
 Committee chairs must contact the PTO treasurer(s) in order to arrange a deposit pickup or notify the PTO treasurer(s) when a deposit is left at the school.
 The PTO treasurer(s) will confirm the amount of the deposit and make the deposit at the bank.
 The PTO treasurer(s) will email the amount of the deposit made to the committee chair and PTO president(s) after the deposit is made at the bank
In a separate spreadsheet, committee chairs should track receipts by recording check number, amount & name. Provide such record with this deposit form.

	Count	\$ Amount	
Coins			<i>Enter total dollar amount of coins.</i>
<i>Enter count of \$1's.</i>	\$1	\$ -	<i>Enter total dollar amount of \$1's.</i>
<i>Enter count of \$5's.</i>	\$5	\$ -	<i>Enter total dollar amount of \$5's.</i>
<i>Enter count of \$10's.</i>	\$10	\$ -	<i>Enter total dollar amount of \$10's.</i>
<i>Enter count of \$20's.</i>	\$20	\$ -	<i>Enter total dollar amount of \$20's.</i>
<i>Enter count of \$50's.</i>	\$50	\$ -	<i>Enter total dollar amount of \$50's.</i>
<i>Enter count of \$100's.</i>	\$100	\$ -	<i>Enter total dollar amount of \$100's.</i>
Total Cash		\$ -	<i>Enter the total sum amount of cash.</i>

	Count	\$ Amount	
<i>Enter count and \$ of checks.</i>	Checks		<i>Please remove any staples from checks.</i>

Total Deposit: \$ -

Questions?
email:

Treasurer(s): Anne Rogel & Beth Klebach
 hancetreasurerpto@gmail.com