

CTS PTO Deposit Request

To: PTO Treasurer Nancy Engelberg 480.767.6244.engelbergn@gmail.com

From: _____

Committee: _____

Phone: _____ Email: _____

Date: _____

Note: Please do not let cash or checks accumulate. Any amount totaling \$1,000 or more should be delivered to the PTO Treasurer (NOT left in the PTO file or box) as soon as possible. Please complete the following deposit form before submitting to the PTO Treasurer. Please keep a copy of the completed form for your records.

Cash:

\$100 X _____ = _____

\$50 X _____ = _____

\$20 X _____ = _____

\$10 X _____ = _____

\$5 X _____ = _____

\$1 X _____ = _____

coins x _____ = _____

Total Cash: \$ _____

Number of Checks: _____ Total Check Amount \$ _____

Total Deposit Amount: \$ _____

Please, for any check deposits, run an adding machine tape of all checks and wrap tape around the checks. Thank you!

Note: If deposit includes a large number of checks, please contact PTO Treasurer to borrow endorsement stamp.

Deposit if for amounts collected from ____/____/____ to ____/____/____.

For official use only: Date Deposited: _____ Total Deposited: _____