

**NORTH HS PTO**

**CHECK AND CASH DEPOSIT FORM**

**Directions:** This form must be included with any deposit. Please complete the form in its entirety and submit with checks/cash to JoAnn Cassell one of three ways:

1. Drop off at school office for the PTO mailbox (small amounts only).
2. Contact Treasurer to arrange for hand off (for larger amounts)
3. Hand it directly to the Treasurer at PTO meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Total Coins:** |  |
| **Event:** |  | **Total Currency:** |  |
| **Name:** |  | **Total Checks\*:** |  |
| **Signature:** |  | **Total Deposit:** |  |
| **Contact Phone # or Email (if questions):** | | | |

***\*List each check and amount separately below or attach computerized list****.*

|  |  |  |
| --- | --- | --- |
| **Check #** | **Payee Name** | **$ Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | TOTAL: |  |

Verified and Deposited by PTO Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Verified by PTO Pres or Vice Pres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_