**POMPERAUG HIGH SCHOOL PTO**

**Deposit Form**

Chairperson's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today's Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT OF DEPOSIT:**

A. TOTAL CHECKS

(stamped "for deposit only" & in order by amount) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of checks \_\_\_\_\_\_\_\_\_

B. CASH BY DENOMINATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Denominations |  | Quantity |  | Value |
| Singles ($1.00) | x |  | = | $ |
| Fives ($5.00) | x |  | = | $ |
| Tens ($10.00) | x |  | = | $ |
| Twenties ($20.00) | x |  | = | $ |
| Other $ | x |  | = | $ |
| Other $ | x |  | = | $ |
| Coin |  | xxxxxxxxxx |  | $ |

 Subtotal, Cash $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. GRAND TOTAL DEPOSIT (A+B = C) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES:** (By signing, I verify that deposit amount has been checked)

Signature One (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Two (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLICY:**

Sealed envelope with this deposit form and check/cash should be given to Jen Nikolich (jjnikolich@aol.com).

If checks in the envelope are not "endorsed" or if any items are missing, the Treasurer will return the envelope to the Committee Chairperson for completion.

*For Office Use Only: Date received by Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date deposited by Treasurer \_\_\_\_\_\_\_\_\_\_\_\_*