

# Kolter Elementary PTO

## Deposit Notice

### 2011-2012 School Year

Please attach cash, checks and appropriate detail as necessary and place in safe.

Notify Treasurer, Keith Desrosiers, at [keith.desrosiers@yesprep.org](mailto:keith.desrosiers@yesprep.org) and Assistant Treasurer, Mary Lowery, at [mlowery333@yahoo.com](mailto:mlowery333@yahoo.com) once you have placed the funds in the safe.

<b>Funds for Deposit:</b>		<b>Name:</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Source of Funds for Deposit</b> <i>(e.g., School Store, Yearbook)</i></td> </tr> </table>		<b>Source of Funds for Deposit</b> <i>(e.g., School Store, Yearbook)</i>	<b>Date:</b>							
<b>Source of Funds for Deposit</b> <i>(e.g., School Store, Yearbook)</i>										
<b>Amount:</b>		<b>E-Mail Address:</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Currency (bills)</b></td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;"><b>Coins</b> <i>Please roll coins if large amount</i></td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;"><b>Checks</b> <i>Number of checks _____</i></td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px; text-align: right;"><b>Total Amount</b></td> <td style="padding: 5px;">\$</td> </tr> </table>	<b>Currency (bills)</b>	\$	<b>Coins</b> <i>Please roll coins if large amount</i>	\$	<b>Checks</b> <i>Number of checks _____</i>	\$	<b>Total Amount</b>	\$	<p><i>If checks are included in deposit, please check one of the following:</i></p> <p><input type="checkbox"/> Check detail listed below</p> <p><input type="checkbox"/> Check Detail form attached</p> <p><input type="checkbox"/> Fundraising Detail form attached</p>	
<b>Currency (bills)</b>	\$									
<b>Coins</b> <i>Please roll coins if large amount</i>	\$									
<b>Checks</b> <i>Number of checks _____</i>	\$									
<b>Total Amount</b>	\$									
<b>Check Detail</b>										
<i>Please list check detail below or attach separate worksheet. Include name, check number and amount.</i>										
	<b>Name</b>	<b>Check Num.</b>								
	<b>Amount</b>									
1.	_____	\$ _____								
2.	_____	\$ _____								
3.	_____	\$ _____								
4.	_____	\$ _____								
5.	_____	\$ _____								
6.	_____	\$ _____								
7.	_____	\$ _____								
8.	_____	\$ _____								
9.	_____	\$ _____								
10.	_____	\$ _____								
	<b>Total</b>	\$ _____								

**For Treasurer Use Only**

Amount Verified By (PTO Asst. Treas. Or Treas.):

Date: