

Kolter Elementary PTO

Deposit Notice Form 2017-2018 School Year

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

| | | | | | | | | | |
|---|-----------------|----|-------------|----|---|----|---------------------------|-----------|--|
| <p>Funds for Deposit:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Source of Funds for Deposit <i>(e.g., School Store, Yearbook)</i></p> </div> <p>Amount:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Currency Total:</td> <td style="width: 30%;">\$</td> </tr> <tr> <td>Coin Total:</td> <td>\$</td> </tr> <tr> <td>Check Total: <i>Number of checks</i> _____</td> <td>\$</td> </tr> <tr> <td>GRAND TOTAL AMOUNT</td> <td>\$</td> </tr> </table> | Currency Total: | \$ | Coin Total: | \$ | Check Total: <i>Number of checks</i> _____ | \$ | GRAND TOTAL AMOUNT | \$ | <p>Preparer's Name:</p> <hr/> <p>Date:</p> <hr/> <p>E-Mail Address:</p> <hr/> <p><i>If applicable, please check one:</i></p> <p><input type="checkbox"/> Excess Check Detail Form attached</p> <p><input type="checkbox"/> Fundraising Detail Form attached</p> |
| Currency Total: | \$ | | | | | | | | |
| Coin Total: | \$ | | | | | | | | |
| Check Total: <i>Number of checks</i> _____ | \$ | | | | | | | | |
| GRAND TOTAL AMOUNT | \$ | | | | | | | | |

Check Detail
Please list check detail below or attach separate worksheet. Include name, check number and amount

| | Name | Check Number | Amount |
|-----|--|--------------|-----------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |
| | Excess Check Detail Form Subtotal (if applicable) | | _____ |
| | Check Total | | \$ _____ |

For PTO Treasurer (Santiago Caraballo) & PTO Asst Treasurer (Brandon Mark) Use Only

| | |
|---|---|
| <p>Amount Verified By (Circle or Write In):</p> <p style="text-align: center;">PTO Treasurer Asst PTO Treasurer</p> <p>Other: _____</p> | <p>Amount Verification Date:</p> <hr/> <p>Bank Deposit Date:</p> <hr/> <p>Quickbook Posting Date:</p> <hr/> <p>Quickbook Account #:</p> <hr/> |
| <p>Notes:</p> <hr/> | |