



2009-2010 DCES PTO Deposit Form



To: PTO Treasurers Dana Stansbery & Jill Summer dcespto@yahoo.com

From: _____

Committee: _____

Phone: _____ Email: _____

Date: _____

Note: Please do not let cash or checks accumulate. Any cash or 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 this form and keep a copy of it and the supporting documents 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: \$ _____

For any checks deposited, please make a list on the back of this form of the check number and the amount of each check.