



DCES PTO Deposit Request Form

To: Co-Treasurers: Debbie Conner (480)614-3787 (dconner8888@gmail.com)
Kelly Conner (480)538-7966 (kconner@alliancebankofarizona.com)

Date: _____ From: _____

Committee: _____

Phone: _____ Email: _____

NOTE: Please do not let cash or checks accumulate. Any 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 the following deposit form before submitting to the PTO Treasurer. Please keep a copy of the completed form for your records.

Cash:	\$100	X	_____	=	_____
	\$ 50	X	_____	=	_____
	\$ 20	X	_____	=	_____
	\$ 10	X	_____	=	_____
	\$ 1	X	_____	=	_____
	coins	X	_____	=	_____

Total Cash: \$ _____

Number of Checks: _____ **Total Check Amount: \$** _____

Total Deposit Amount: \$ _____

Please, for any check deposits, run an adding machine tape of all checks and wrap take around the checks. Thank you!

Note: If deposit includes a large number of checks, please contact PTO Co-Treasurers to borrow endorsement stamp.

Deposit collected from: _____ / _____ / _____ to _____ / _____ / _____

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