

# Horizon Elementary PTO Deposit Form

**Policy:** All monies collected as a result of a Horizon Elementary PTO event or fundraiser must be counted and verified by the PTO Committee Chairperson who will then complete a Deposit Form and promptly notify the Treasurer that the funds are ready for deposit. Deposits from events or fundraisers shall be made within three (3) business days after the event or fundraiser has closed or as soon as administratively possible.

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

Phone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Committee/Project: \_\_\_\_\_ (Ex: Spirit Wear, Book Fair)

	#	Cash	Total
\$100	x	=	_____
\$50	x	=	_____
\$20	x	=	_____
\$10	x	=	_____
\$5	x	=	_____
\$1	x	=	_____
\$0.25	x	=	_____
\$0.10	x	=	_____
\$0.05	x	=	_____
\$0.01	x	=	_____
Total Cash:		\$	_____

Checks	
No. of Checks:	_____
Total Checks:	\$ _____

Deposit Total	
Total Cash:	\$ _____
Total Checks:	\$ _____
Total Deposit Amount:	* \$ _____
* Does this amount include money from a cash box? Yes / No (circle one)	

**Directions:**

- 1) Complete this Deposit Form and attach all cash and checks.
- 2) Notify PTO Treasurer via phone or e-mail that deposit is ready and arrange for pick up / drop off.

For Treasurer's Use Only:		
Deposit Amount: \$	_____	Deposit Date: _____ Name: _____