



Event Deposit Form

This deposit is from which event? _____

Date of Event _____

Total Amount of Deposit \$ _____

Cash \$ _____

Checks \$ _____

Signature of Counter _____

Signature of Witness _____

(Note: This is only needed if deposit amount is greater than \$500)

Signature of Treasurer _____

Instructions:

This sheet is to be used by the PTO Members who have collected money from an event or sale. Please add up the cash separately from the checks and fill in the above form.

This form must be filled out and signed by the person responsible for the money and if the deposit is over \$500, a second person needs to be present, verify the amount, and sign.

After appropriate counts please contact the treasurer to arrange pick up of the money.