

# Deposit Notice

Russell Elementary PTO

Submitted by: \_\_\_\_\_

Verified by: \_\_\_\_\_

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

Reason for Deposit: \_\_\_\_\_

Total Cash: \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

**Total for Deposit: \$ \_\_\_\_\_**

**NOTE:**

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete this form to accompany the deposit. Two committee members should count the money. The form and the money should be handed over to the PTO Treasurer, a PTO Co-President, or secured in the office at the end of the event. Please count and log both cash and checks.

For Treasurer's Use Only:

Deposit Amount \_\_\_\_\_

Date \_\_\_\_\_

Category \_\_\_\_\_