**Patterson Primary PTO**

**Deposit Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee/Fundraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Counting Money: Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Person Counting Money: Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Two people are required to count/sign when cash is involved.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# of Bills/Coins** |  | **Denominations** |  | **Total** |
|  | X | $20 | = | $ |
|  | X | $10 | = | $ |
|  | X | $5 | = | $ |
|  | X | $2 | = | $ |
|  | X | $1 | = | $ |
|  |  | **Total Bills** |  | **$** |
|  |  |  |  |  |
|  | X | $0.25 | = | $ |
|  | X | $0.10 | = | $ |
|  | X | $0.05 | = | $ |
|  | X | $0.01 | = | $ |
|  |  | **Total Coins** |  | **$** |
|  |  |  |  |  |
|  |  | **Subtotal Cash**  **(Total Bills + Total Coins)** |  | **$** |
|  |  |  |  |  |
|  |  | **Plus Total Checks**  **(#of checks\_\_\_\_\_)** |  | **$** |
|  |  |  |  |  |
|  |  | **Total Deposit** |  | $ |

|  |
| --- |
|  |

**Treasurer’s Use Only:**

Verification $: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Verified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short/Balanced/Over Amount Short/Over: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_