

Deposit Notification Form

Folger McKinsey PTO



Deposit Submitted By		Deposit Details	
Name		Date Submitted	/ /
Phone #	() -	Total Amount	\$
Project / Committee		Submitted by	_____ Signature
Event (if applicable)			
Specific Description of Source (e.g. payments for ice cream)			
Important Instructions			
« Complete a separate form for each deposit you have made at the bank.			
« Committee is responsible for making their own deposits at BB&T Bank, 559 B&A Blvd. (by Garry's Grill)			
« Deposits must be made at the bank within 48 hours of receiving money.			
« Two people must count the money and each must sign the deposit slip.			
« Two copies of adding machine tape, showing adding of all checks, must be attached to this form.			
« Staple yellow (duplicate) copy of the deposit slip to upper left corner of this form after deposit is made.			
« Staple "bank stamped" deposit receipt to upper left corner of this form after deposit is made.			
« Submit this completed form to PTO Treasurer, Sandy Gaudet, in a timely manner, no longer than 1 week.			
Additional Notes or Instructions to Treasurer			

You may complete the following information for your deposit if desired.

Cash	Quantity	Total	Check Name	Check Number	Check Amount
\$ 100.00		\$		#	\$
\$ 50.00		\$		#	\$
\$ 20.00		\$		#	\$
\$ 10.00		\$		#	\$
\$ 5.00		\$		#	\$
\$ 1.00		\$		#	\$
\$ 0.25		\$		#	\$
\$ 0.10		\$		#	\$
\$ 0.05		\$		#	\$
\$ 0.01		\$		#	\$
TOTAL CASH:		\$	TOTAL CHECKS:		\$

For Treasurer's Use Only

Deposit Accepted By PTO Treasurer		Deposit Date	/ /
Signature		Deposit Amount	\$
Name	Sandy Gaudet	Category	
Date	/ /	Logged	