

Deposit Notice

Sunrise Estates Elementary PTO

YOUR NAME:

PHONE:

()

PROJECT/CATEGORY:

DATE SUBMITTED:

/ /

TOTAL AMOUNT:

\$

SPECIFIC DESCRIPTION OF SOURCE: (e.g. payments for ice cream)

Complete the following information for your deposit: Two people must count the cash and sign below.

CASH	QUANTITY	TOTAL	CHECK NUMBER	CHECK AMOUNT
\$20.00		\$		
\$10.00		\$		
\$5.00		\$		
\$1.00		\$		
\$0.25		\$		
\$0.10		\$		
\$0.05		\$		
\$0.01		\$		
TOTAL CASH:		\$	TOTAL CHECKS:	\$

I counted the cash as recorded above.

ACCEPTED BY (PTO TREASURER):

DATE:

/ /

For Treasurer's Use Only: Category _____ Transaction ID _____ Deposit Date _____ Logged _____

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