**Countryside PTO Deposit Form**

Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted:\_\_\_\_\_\_\_\_\_\_\_

Total Amount:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared By (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the following information for your deposit (2 pages)

Cash Breakdown

|  |
| --- |
| $100 X = |
| $50 X = |
| $20 X = |
| $10 X = |
| $5 X = |
| $1 X = |
| $0.25 X = |
| $0.10 X = |
| $0.05 X = |
| $0.01 X = |
| Total Cash $ |

Checks

|  |
| --- |
| Number of Checks |
| Total Amount of Checks |

Accepted by: (PTO Treasurer or Financial Secretary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_Deposit Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Cash: Please separate each type of currency. Run an adding machine tape for each denomination and total amount. Then enter the total amount of cash on the deposit form. Attach tape to the form

\*Checks: Please use check detail form and amount then total the sum. Enter the total number of checks along with the amount of checks sum on the deposit form.