

Parkway PTO Deposit Form

1. Checks: Please put all checks in stacks of no more than 50. On the back of the form, list all checks individually.
2. Cash: Please separate each type of currency and list below. Document the total amount of cash on the deposit form.
3. Submit the deposit form to the Financial Secretary.
4. Deposit all money as it is received. Do not keep any deposits for an extended period of time.
5. Please keep the bottom portion for your records.

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|---|------------------------------------|
| PTO EVENT/COMMITTEE: | |
| DATE SUBMITTED: | NUMBER OF CHECKS: (LISTED ON BACK) |
| CASH BREAKDOWN: \$20 X _____ = \$ _____ \$10 X _____ = \$ _____ \$5 X _____ = \$ _____ \$1 X _____ = \$ _____ | AMOUNT OF CHECKS: \$ |
| | AMOUNT OF CASH: \$ |
| | TOTAL DEPOSIT: \$ |
| | PREPARED BY: |
| PHONE #: | |

PARKWAY PTO DEPOSIT FORM

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|---|------------------------------------|
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