



DISCOVERY ELEMENTARY SCHOOL PTO

Event Deposit Form

Date: _____ Event/Item(s) Sold: _____

Event Chair/Volunteer Name: _____ Phone/email: _____

Total cash & checks: \$ _____ **# of checks deposited:** _____
Less cashbox return: \$ _____
Total deposit amount: \$ _____

Complete the following information for your deposit (exclude cash box amount to be returned):

| | |
|-----------------------------|---------|
| Cash | |
| <i>Bills</i> | |
| \$100 x _____ = _____ | |
| \$50 x _____ = _____ | |
| \$20 x _____ = _____ | |
| \$10 x _____ = _____ | |
| \$5 x _____ = _____ | |
| \$1 x _____ = _____ | |
| Total: | |
| <i>Coins</i> | |
| .25 x _____ = _____ . _____ | |
| .10 x _____ = _____ . _____ | |
| .05 x _____ = _____ . _____ | |
| .01 x _____ = _____ . _____ | |
| Total: | . _____ |

| Checks Attach additional sheets or spreadsheet if necessary | | |
|--|------|--------|
| Check # | Name | Amount |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |

Total Cash \$ _____ . _____

No. of Checks _____ Total Check Amount: \$ _____ . _____

Verification Signature: _____ Date: _____

PTO Board Member Signature: _____

| |
|---|
| PTO USE ONLY: Accepted by Treasurer: _____ Date: _____ |
| Deposit date: _____ Revenue Category: _____ |

Deposit Instructions:

1. Check Instructions: Before tallying the checks ,please verify the following on each check:
 - Staples have been removed
 - Check is made out to “ Discovery PTO”
 - Check is signed and correctly dated
 - Numerical amount matches the written amount
 - Name, current address and phone number are written on the check
 - Enter the total amount of checks to be deposited on this form

If there is a problem with the check, please try to rectify the problem before submitting for deposit. If you can't rectify the problem, then contact the PTO Treasurer: discoveryptotreasurer@gmail.com or 571 209 7778

2. Coins and Cash: Please count the total amount of coins and enter on this form. Count the total cash and enter on this form. **Subtract \$150 for each cash box** (see instructions below) and the total amount to be deposited.
3. Verification Signatures: An authorized individual and a Board member should sign the form verifying that the money has been counted correctly. Authorized individuals include the Event chair, PTO board members, the Principal and Assistant Principal. If an authorized individual is not available, the Treasurer will verify and sign the form when making the deposit. **Two different people must verify and sign this form.**
4. Deposit Bag: The deposit bag should contain the Cash Box deposit form, all cash and checks to be deposited.
5. Return to the Treasurer or V.P of Events: The deposit bag and the envelope with \$150 each cashbox used should be returned to the Treasurer or V.P of Events. **Deposit bag should be returned the same day of the event or the following day.**

Cash Box Instructions:

When using the cash boxes, please leave \$150 in a separate envelope for each cashbox used, seal and sign the envelope and write “**PTO CASH BOX CHANGE**” on the envelope.

If possible, the denominations should be as follows:

- 50 in \$1 bills
- 10 in \$5 bills
- 5 in \$10 bills

If you do not have the appropriate denominations, please still leave the \$150 in the envelope in the smallest denominations possible and write “**NEED CHANGE**” on the envelope and email the PTO Treasurer: discoveryptotreasurer@gmail.com to let her know that change is needed.

Please keep a copy of this form for your record.