

RICHLAND ELEMENTARY
PTO Committee Deposit Form
2021-2022 School Year

Date: _____

Committee: _____

Name: _____

Email: _____

Phone: _____

Procedures:

Committee chairs must complete the PTO Deposit Form and enclose it along with cash/checks in the PTO provided deposit envelope.
****Deposits must be submitted on a weekly basis as received.**
 Committee chairs must contact the PTO treasurer in order to arrange a deposit pickup or notify the PTO treasurer when a deposit is left at the school.

The PTO treasurer will confirm the amount of the deposit and make the deposit at the bank.

The PTO treasurer will email the amount of the deposit made to the committee chair and PTO co-presidents after the deposit is made at the bank.

In a separate spreadsheet, committee chairs should track receipts by recording check nbr., amount & name. Provide such record with this deposit form.

	Count	\$ Amount
Coins		
<i>Enter count of \$1's.</i>	\$1	\$ -
<i>Enter count of \$5's.</i>	\$5	\$ -
<i>Enter count of \$10's.</i>	\$10	\$ -
<i>Enter count of \$20's.</i>	\$20	\$ -
<i>Enter count of \$50's.</i>	\$50	\$ -
<i>Enter count of \$100's.</i>	\$100	\$ -
	Total Cash	\$ -

Enter total dollar amount of coins.

Enter total dollar amount of \$1's.

Enter total dollar amount of \$5's.

Enter total dollar amount of \$10's.

Enter total dollar amount of \$20's.

Enter total dollar amount of \$50's.

Enter total dollar amount of \$100's.

Enter the total sum amount of cash.

	Count	\$ Amount
<i>Enter count and \$ of checks.</i>	Checks	

Please remove any staples from checks.

Total Deposit: \$ -

Questions?
email:
home:
cell:

Treasurer: Beth Cassisi

eaacassisi@gmail.com