



CTS PTO Deposit Request

To: **Hanan Shamoun, PTO Treasurer** Contact: **hhanoudi@gmail.com**

From: _____

Phone: _____ Email: _____

Committee/Event: _____

Date: _____

Note: Please do not let cash or checks accumulate. Any amount totaling \$1,000 or more should be delivered to the PTO Treasurer (NOT left in the PTO file or box) as soon as possible. Please complete the following deposit form before submitting to the PTO Treasurer. Please keep a copy of the completed form for your records.

Cash:

\$100 X _____ = _____

\$50 X _____ = _____

\$20 X _____ = _____

\$10 X _____ = _____

\$5 X _____ = _____

\$1 X _____ = _____

coins x _____ = _____

Total Cash: \$ _____

Number of Checks: _____ Total Check Amount \$ _____

For official use only: Date Deposited: _____ Total Deposited: _____



Total Deposit Amount: \$_____

Please, for any check deposits, run an adding machine tape of all checks and wrap tape around the checks. Thank you!

Deposit if for amounts collected from ___/___/___ to ___/___/___.

For official use only: Date Deposited: _____ Total Deposited: _____

