



## CTS PTO Deposit Request

To: **Jane Trapp, PTO Treasurer**

Contact: [CTSPOTreasurer@gmail.com](mailto:CTSPOTreasurer@gmail.com) 703.209.9128.

Date: \_\_\_\_\_

From: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Details: \_\_\_\_\_

**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 \$ \_\_\_\_\_

**Total Deposit Amount: \$ \_\_\_\_\_**