

Manning Elementary PTO
Deposit Notice

You may attach an Excel Wk. sheet to this form with check #s and amounts

Your Name _____ Phone _____

Date Submitted _____

Project/Category _____

Total Amount \$ _____

Specific Description of Source (*ex: payments for ice cream*)

Complete the following information for your deposit

Cash			
\$20	x	_____	= _____.
\$10	x	_____	= _____.
\$ 5	x	_____	= _____.
\$ 1	x	_____	= _____.
.25	x	_____	= _____.
.10	x	_____	= _____.
.05	x	_____	= _____.
.01	x	_____	= _____.
Total Cash \$			_____

Checks			
		Ck Number	Value
Ck Number	Value		
Number of Checks		_____	
Total Checks		\$ _____	

Accepted by (PTO Treasurer) _____ Date _____

For Treasurer's Use Only

Category _____ Transaction ID _____ Deposit Date _____ Logged _____
