



Pinnacle Peak Preparatory School PTO

Room Parent Classroom Funds Deposit Form

Room Parent Name: _____

Classroom Teacher: _____

Email: _____

Date of Deposit: _____

VENMO	Venmo Account/Parent Name	Amount
	VENMO TOTAL AMOUNT:	

CHECKS	Parent Name	Check #	Amount	
	CHECKS TOTAL AMOUNT:			\$

CASH	Parent Name	Amount
	CASH TOTAL AMOUNT:	

TOTAL DEPOSIT AMOUNT	\$
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Signature: _____ Date: _____

***NOTE:** You must write a check in the exact amount of the Venmo funds collected. Please write 'VENMO CLASSROOM FUNDS' in the notes section on the check. Then write that check number here: _____

Questions? Jen Lickteig, Room Parent Coordinator
jennifer@lickteig.net



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Instructions for Classroom Funds Deposit Form

1. Fill in the information section at the top with your name, email address, teacher name and date of deposit.
2. List each contribution individually with the parent name in the appropriate section: Venmo, Cash or Check. If needed, use page 2 for additional lines and then write in the subtotal above the TOTAL AMOUNT for each contribution type.
3. Write in the TOTAL AMOUNT for each contribution type.
4. Calculate the TOTAL DEPOSIT AMOUNT by adding the VENMO, CHECKS and CASH TOTAL AMOUNTS together.
5. Sign and date the deposit form.
6. Place cash and checks in an envelope and staple to this deposit form. *Don't forget to include a check for the Venmo funds you collected and write the check number below the Venmo column*
7. Return the completed deposit form (along with the cash and checks) to the PPS School Office and place in the PTO Lockbox.
8. Email Jen Lickteig that you have left a Classroom Funds Deposit Form in the PTO Lock Box for her.

	Parent Name	Amount
Additional Lines	<i>Use this side only if you need additional lines</i>	
		SUBTOTAL AMOUNT:

Questions?

Jen Lickteig,
Room Parent Coordinator
jennifer@lickteig.net