

# LTHS PTO – CHECK DEPOSIT FORM



**What is is being deposited?**

- checks – *List all checks. For more than twenty checks, use separate form.*
- cash (bills and/or coins) – *use CASH DEPOSIT FORM.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Source of Money: \_\_\_\_\_ Event Date: \_\_\_\_\_

*could be event or activity name or budget line item*

#	Last Name	First Name	Phone	Check #	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Total Deposit for Directory Sales:\$ \_\_\_\_\_ Total Deposit for NHF:\$ \_\_\_\_\_

Total Number of Checks: \_\_\_\_\_ Grand Total = \$ \_\_\_\_\_.

----- **Treasurer's Notes** -----

Date Received: \_\_\_\_\_ Amount Deposited: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes: \_\_\_\_\_