

# Deposit Notice (Green Form)

## Navy PTO

(Revised 08/05/11)

Submit to Financial Secretary within 24 hours of an event or on a weekly basis for an ongoing program

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Program/Event \_\_\_\_\_

**Support for Deposits:** The support for each deposit is the batch of corresponding order forms, membership forms, reservation forms, etc. with payment detail recorded on them. The payment detail should include who paid, amount paid, and whether by cash or check. The support records can be held by the committee chair until the end of the year, or can be filed in the PTO filing cabinet at Navy, and may be requested at the time of the annual PTO financial review.

Complete the following information for your deposit:

CASH	QUANTITY	TOTAL	
\$20.00		\$	
\$10.00		\$	
\$5.00		\$	
\$1.00		\$	
\$0.25		\$	
\$0.10		\$	
\$0.05		\$	Number of Checks
\$0.01		\$	
	Total Cash	\$	Total Checks \$

Total Deposit Amount (cash & checks) \$ \_\_\_\_\_

I acknowledge that the above amounts are complete and accurate: \_\_\_\_\_  
Signature of Committee Chair/Volunteer

### Events with Cash Boxes:

Cash from cash box to be counted by two committee volunteers, on site, at the conclusion of the event

Additional signature required \_\_\_\_\_  
Signature of Committee volunteer

Please remit this form and deposit to the PTO Financial Secretary, Stacie Cage, [sjcage@yahoo.com](mailto:sjcage@yahoo.com). You will receive a receipt *or* copy of this deposit notice for your records.

Accepted by (Financial Secretary) \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please email the PTO Treasurer, Wendy Chung, at [wchung98@yahoo.com](mailto:wchung98@yahoo.com)

### For Treasurer's Use Only

Category \_\_\_\_\_ Deposit Date \_\_\_\_\_ Logged \_\_\_\_\_