

# Navy PTO Deposit Notice

Revised: Aug 2017

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

Date: \_\_\_\_\_ Program/Event: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Email: \_\_\_\_\_

**Submission Requirements:**

Each deposit must be accompanied by the corresponding order forms, membership forms, reservation forms, etc. with payment details recorded on them. Payment details should include who paid, amount paid and method of payment (cash, check or credit). Supporting documentation must be delivered to the PTO Financial Secretary. It will be required for the annual PTO financial review.

Donations are gifts given to the PTO without services or items rendered and need to be tracked for IRS purposes. If using a cash box, include the Cash Box Tracking form. Complete the below form:

	Value	Number of Checks*	
Checks	\$		If checks are collected, you must submit a check log with this deposit notice.
Check Donation	\$		
Initial Cash Box Value	\$		If a cash box was used, you must submit a cash box log with this deposit notice and the original cash box request.
Cash Received	\$		
Cash Donations	\$		
Grand Total	\$		

**THIS FORM REQUIRES SIGNATURES FROM TWO DIFFERENT EVENT VOLUNTEERS ON THE DATE OF THE EVENT. FAILURE TO COMPLY WILL RESULT IN AN AUDIT INFRACTION.**

I acknowledge that the above amounts are complete and accurate:

\_\_\_\_\_  
Committee Chair/Volunteer printed name      Committee Chair/Volunteer signature      Date

\_\_\_\_\_  
Committee Chair/Volunteer printed name      Committee Chair/Volunteer signature      Date

**Accepted by PTO Financial Secretary:**

\_\_\_\_\_  
PTO Financial Secretary printed name      PTO Financial Secretary signature      Date

Questions? Please email Navy PTO Treasurer & Navy PTO Financial Secretary

# Navy PTO Check Log

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*Submit to Financial Secretary within 24 hours of an event or on a weekly basis for an ongoing program  
Must accompany Deposit Notice. Donation amounts need to be indicated below for IRS tax purposes.*

	<b>Family/Student Name</b>	<b>Check Number</b>	<b>Check Amount</b>	<b>Donation Amount</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
		<b>Total Amount:</b>		

# Navy PTO Cash Deposit Denomination Worksheet

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Use this form to help tabulate cash at the end of the event

CASH	QUANTITY	TOTAL
\$20.00		\$
\$10.00		\$
\$ 5.00		\$
\$ 1.00		\$
\$ .25		\$
\$ .10		\$
\$ .05		\$
\$ .01		\$
	Total CASH:	\$