

# Navy PTO Deposit Notice & Check Log: For Single Check Deposits ONLY

Revised Aug 2018

*Submit to Financial Secretary within one week of receiving payment.*

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

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

**Submission Requirements:**

Please submit any supporting documentation, including any correspondence or payment receipts, along with the check to the Financial Secretary. These documents will be added to the PTO's financial records and will help to ensure proper accounting of the payment.

*\*\*\*Donations are gifts given to the PTO without services or items rendered and need to be tracked for IRS purposes. Please list donations separately as indicated in the chart.*

**Check Log:**

	<b>Individual/Organization Name</b>	<b>Check Number</b>	<b>Check Amount</b>	<b>Donation Amount</b>
<b>1.</b>				

**I acknowledge that the above amounts are complete and accurate:**

\_\_\_\_\_  
PTO Board Member printed name

\_\_\_\_\_  
PTO Board Member signature

\_\_\_\_\_  
Date

**Accepted by PTO Financial Secretary:**

\_\_\_\_\_  
PTO Financial Secretary printed name

\_\_\_\_\_  
PTO Financial Secretary signature

\_\_\_\_\_  
Date

Questions? Please contact the PTO Treasurer at [navyptotreasurer@gmail.com](mailto:navyptotreasurer@gmail.com)