

Barrington High School PTO

Deposits

Original copy of this form must accompany any receipts of cash, coin, or checks. Turn in this form to the PTO Treasurer (in person or the mailbox in the school office) only once completely filled out and appropriately signed.

Please attach a listing of the individual items in your deposit. This may be an Excel schedule, adding machine tape, or a hand written list. For example \$1s 5 = \$5, \$5s 10 = \$50,

Check #100 Smith Family \$40.

Date Submitted: _____ Committee: _____

Name of Person Submitting: _____ Phone number: _____

Function/Activity for Which Receipts Are Related: _____

Total Coin Deposit: \$ _____

Total Paper Money Deposit: \$ _____

Total Check Receipts: \$ _____

Total Deposit Submitted for Receipt: \$ _____

Committee Chair Signature: _____

Secondary Signature (required for non vendor check amounts over \$500): _____

PTO Treasurer Use Only:

Date Receipts Received: _____ Bank deposit Date _____

Total Amount Received for Deposit: \$ _____