

Deposit Notice

Phelps PTO

YOUR NAME:

PHONE:

() -

PROJECT/CATEGORY:

DATE SUBMITTED:

/ /

TOTAL AMOUNT:

\$

SPECIFIC DESCRIPTION OF SOURCE: (e.g. payments for ice cream)

Complete the following information for your deposit:

CASH	QUANTITY	TOTAL
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
TOTAL CASH:		\$

CHECK NUMBER	CHECK AMOUNT
TOTAL CHECKS: \$	

ACCEPTED BY (PTO TREASURER):

DATE:

/ /

For Treasurer's Use Only: Category _____ Transaction ID _____ Deposit Date _____ Logged _____