



CMES PTO Deposit Form

Name: _____

Phone Number: _____

Date Submitted: _____

Committee/Project: _____

Deposit Form Policy:

All monies collected as a result of a CMES PTO event or fundraiser must be counted and verified by the PTO Committee Chairperson who will then complete a Deposit Form and promptly notify the Vice President over their committee. The Treasurer is then notified that funds are ready for deposit. Deposits from events or fundraisers shall be made within three (3) business days after the event or fundraiser has closed or as soon as administratively possible.

	No.	Cash	Total
\$100	X _____	= _____	
\$50	X _____	= _____	
\$20	X _____	= _____	
\$10	X _____	= _____	
\$5	X _____	= _____	
\$1	X _____	= _____	
.25	X _____	= _____	
.10	X _____	= _____	
.05	X _____	= _____	
.01	X _____	= _____	
Total Cash:		\$ _____	

Checks
No. of Checks: _____

Total Checks: _____

Deposit Total
Total Cash: _____
Total Checks: _____
Total Deposit: _____

Directions:
1) Complete this Deposit Form and attach all cash and checks.
2) Notify the VP of your committee/event via phone or e-mail and have them sign off on your deposit. It will then be arranged to be picked up or dropped off to the treasurer.

Signature of person submitting deposit: _____

Signature of Vice President of committee or event: _____

Signature of Treasurer _____

Deposit Amount \$ _____ Deposit Date: _____