

Suffield Elementary PTO Deposit Notice

Personal Information

Date : _____ Phone: _____
 Name: _____
 Address: _____

Account Information

Project: _____ Total Amount: _____
 Description of Source: (i.e. payment for fashion show): _____

Cash domination to be deposited

\$100 x _____ = _____	\$ 1 x _____ = _____
\$50 x _____ = _____	.25 x _____ = _____
\$20 x _____ = _____	.10 x _____ = _____
\$10 x _____ = _____	.05 x _____ = _____
\$ 5 x _____ = _____	.01 x _____ = _____
Total # of Checks _____ Total \$ amount of checks _____	

Two people must count all deposits and sign below before giving to assistant treasurer.

Treasurer's Box

Account #: _____
 Date Deposited: _____
 Receipt #: _____

Final Details

Counted by : _____ Date _____
 Counted by : _____ Date _____

Submit directly to the PTO Accounts Receivable Christine Beluzo at cbeluzo82@gmail.com and Elizabeth Diana at Elizabethdiana73@yahoo.com.