

Deposit Notice Instructions

Complete the following fields:

Your Name:

- Enter the name of the person who tallied the cash and checks

Phone:

- Enter the phone number of the person who tallied the funds

Project/Category:

- Enter the budget category, if known.

Total Amount:

- Enter the total amount of the deposit.

Specific Description of Source:

- Enter what the funds were taken in for such as vendors, Chick Fil A Social, Skating Party, Holiday Shoppe purchases, book store, etc.

Cash:

- Enter the exact amount of each type of bill and coin.

Check:

- Enter the check numbers and check amount.
- A receipt tape can be run if there are a lot of checks.

Place cash and checks in an envelope with the Deposit Notice and place in the bottom file cabinet drawer in the office. Label the envelope with PTO/Event. Please ask Mrs. Lane or Mrs. Thomas for the correct location.