

Instructions for Completing the RMS PTO Deposit Form

- This form is to be completed and given to the Treasurer or Assistant Treasurer, along with any receipts collected. For the first six weeks of the school year, a PTO executive board member (President, Vice President, and Treasurer/Asst. Treasurer) should serve as one of the counters.
- Count the money immediately after the event on school grounds. Taking money home to count adds opportunity for loss or theft.
- Have 2 people count the money, one to do the initial count and the other to verify. Both counters should sign the form. When possible, do not have a family member verify your counts.
- Fill in the name of the PTO Committee responsible for collecting the money. This should represent an income budget line on the PTO budget.
- Checks - remove all staples from checks. Provide the requested information and use an additional sheet if necessary. Please photocopy all checks and attach to the deposit form. The Asst. Treasurer will stamp all check "For Deposit Only."
- Cash
 1. Bills should be neatly separated by denomination.
 2. If there are only a few dollars worth of coins, please count and enter where indicated on the sheet. Put loose coins in a Ziploc bag or small envelope. The bank will NOT accept rolled coins.
 3. If there are more than a few dollars worth of coins, the treasurer/asst. treasurer will take them to the coin counting machine at Fifth Third. The machine will give a receipt and the deposit form total will be adjusted to include that amount.
- Please arrange to get your money to one of the treasurers or leave it in the office in the locked mailbox under the front counter. If it is left at school, please email the Assistant Treasurer (Treasurer@randolphpto.com) to let her know it is there.
- If you have questions please contact Treasurer@randolphpto.com.

DO NOT LEAVE MONEY IN THE PTO FILE CABINET!