

RANDOLPH MIDDLE SCHOOL PTO DEPOSIT FORM

School Year 2016-2017

This form must accompany all deposits and should be given to the Asst. Treasurer as soon as possible. See PTO Policies prior to submitting to the Treasurer. When completed, place deposit in the locked mailbox under the counter in the front office.

Date:	TOTAL DEPOSIT: \$
Budget Category*:	

**If unknown, please contact Asst. Treasurer prior to accepting funds for deposit.*

***Checks will be stamped 'For Deposit Only' by the Asst. Treasurer. Checks should be listed below, include the check number and amount (use reverse or attach a separate sheet if more than 5 checks). Please make and include a copy of all checks in this deposit.*

Name of person submitting form: _____

Phone number: _____ **Email:** _____

Signature 1: _____ **Signature 2:** _____

Asst. Treasurer's Signature: _____

COINS	Qty.	TOTAL Coins
0.01		
0.05		
0.10		
0.25		
0.50		
1.00		
TOTAL COINS		

BILLS	Qty.	TOTAL CASH
\$1		
\$2		
\$5		
\$10		
\$20		
\$50		
\$100		
TOTAL BILLS		
TOTAL CASH		

CHECKS**	
Check No.	Amount
TOTAL CHECKS AMT.	

Logged: _____