

LTMS PTO – CASH DEPOSIT FORM

What is is being deposited?

- cash (bills and/or coins) – *ensure cash has been counted by two different people.*
- checks – *use CHECK DEPOSIT FORM*

Name: _____ phone: _____ date: _____

Source of Money: _____ event date: _____
could be event or activity name or budget line item

Bills	Quantity	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Bill Total =		\$

Coins	Quantity	Amount
Dollar		
Half dollar		
Quarter		
Dime		
Nickel		
Penny		
Coin Total =		\$

Bill total = \$ _____.

Coin Total = \$ _____.

Grand Total = \$ _____.

Required signatures:

first counter: _____ date: _____

second counter: _____ date: _____

----- **Treasurer's Notes** -----

Date received: _____ Amount Deposited: _____ Date Deposited: _____

Notes: _____