

## LTMS PTO – CHECK DEPOSIT FORM

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**What is is being deposited?**

- checks – *list all checks. For more than twenty checks, use separate form.*
- cash (bills and/or coins) – *use CASH DEPOSIT FORM.*

Name: \_\_\_\_\_ phone: \_\_\_\_\_ date: \_\_\_\_\_

Source of Money: \_\_\_\_\_ event date: \_\_\_\_\_  
*could be event or activity name or budget line item*

#	Last Name	First Name	Phone	Check #	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Total Number of checks: \_\_\_\_\_

Grand Total = \$ \_\_\_\_\_.

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

Date received: \_\_\_\_\_ Amount Deposited: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes: \_\_\_\_\_