

# Valley Forge Elementary School PTO Deposit Notice

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Total Amount \$ \_\_\_\_\_ -

Deposit Event: \_\_\_\_\_

Description of Deposit: \_\_\_\_\_

Bills			How Many	Total
\$ 100.00	X			\$ -
\$ 50.00	X			\$ -
\$ 20.00	X			\$ -
\$ 10.00	X			\$ -
\$ 5.00	X			\$ -
\$ 2.00	X			\$ -
\$ 1.00	X			\$ -
<b>Total Cash</b>				\$ -

Coins			How Many	Total
\$ 1.00	X			\$ -
\$ 0.50	X			\$ -
\$ 0.25	X			\$ -
\$ 0.10	X			\$ -
\$ 0.05	X			\$ -
\$ 0.01	X			\$ -
<b>Total Coins</b>				\$ -

Total Bills \$ -  
 Total Coins \$ -  
 Total Cash \$ -  
 Total Checks \$ -  
 Total Amount \$ -

Checks (Please list. If over 20 checks, attach an additional spreadsheet)		
Last Name	Check #	Amount
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	20	
<b>Total Checks</b>		\$ -

**Procedures:**

1. Request collected money from the school secretary.
2. If possible, complete this form electronically, as totals will calculate automatically. This form is on the PTO website (Quick Links > PTO Forms) or hard copies are in the Treasurer's mailbox in the main office.
3. Return completed forms along with any cash and checks to the school secretary in an envelope ATTN: PTO Assistant Treasurer.
4. Email the Assistant Treasurer at [atreasurer@vfespto.org](mailto:atreasurer@vfespto.org) that a deposit is ready to be picked up.

**Note: Cash boxes are not to leave school premises unless approved by the PTO President or the Treasurers. Refer to the Cash Box Request form for additional procedures related to cash boxes.**

-----  
 For Treasurer Use Only:

Category \_\_\_\_\_ Transaction ID \_\_\_\_\_ Deposit Date \_\_\_\_\_ Date Logged \_\_\_\_\_