

The Woodlands High School PTO Deposit Form

(To be used when giving funds to Treasurer)

Event _____ Date _____

Chairman _____ Phone No. _____

Person completing form _____ Phone No. _____

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total Bills		

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total Coins		

Total of Cash
(Add Total Bills and Coins) \$ _____

Total of checks \$ _____
(Please write how many checks) _____

Total Deposit \$ _____

Category	Subcategory		Amount
			\$
			\$
			\$
			\$
			\$
Float included in the deposit	Yes	No	\$
	Total		\$

Counter's Signature

Counter's Signature _____

Date _____

Received by Treasurer

Received by Treasurer _____

Date _____