

MOHEGAN SCHOOL PTO

Deposit Notice

Your Name: _____ Phone: _____

Date Submitted: _____

Project/Event: _____

Total Deposit Amount: \$

Specific Description of Source: *(ex: payments for ice cream)*

Complete the following information for your deposit.

<i>Cash</i>	<i>Checks (please stamp all checks)</i>
Total cash: \$ _____	Number of checks: _____
	Total of checks: \$ _____

Amount Verification Signature _____

Amount Verification Signature _____

[deposits in excess of \$500 need 2 people to verify the amount to be deposited]

Once this form is complete, email to **Meghan Pane** at meghan.shea89@gmail.com and place deposits in safe in main office.

For Treasurer's Use Only

Transaction ID: _____ Deposit Date: _____ Deposit Slip Rcvd? _____

Deposit Recorded:

PTO Treasurer: _____ Date: _____