

# 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.**

<b><i>Cash</i></b>	<b><i>Checks</i></b> <u><i>(please stamp all checks)</i></u>
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 Jen Sylvia at [jennifersylviacpa@gmail.com](mailto:jennifersylviacpa@gmail.com) and place deposits in safe in main office. Call Jen Sylvia with questions at (603) 454-8301.**

For Treasurer's Use Only

Transaction ID: \_\_\_\_\_ Deposit Date: \_\_\_\_\_ Deposit Slip Rcvd? \_\_\_\_\_

*Deposit Recorded:*

PTO Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_