



Cooper PTO Deposit Form

INSTRUCTIONS

Step 1: Please complete the following form in its entirety.

Step 2: Include all checks and money in an envelope addressed to **Cooper PTO Treasurer**. Write the name of your committee on the envelope. Note: Reimbursement requests must be completed separately.

Step 3: Give the envelope to the school secretary to put in the safe and put this form in the PTO mailbox in the office (*Putting this form in the PTO mailbox lets the Treasurer know a deposit is waiting to be picked up*). Alternatively, contact the **Cooper PTO Treasure** to arrange to drop off the deposit.

Date: _____

Your name: _____ Phone: _____

Committee name: _____

Bill Amt.	Number	Total	Coin Amt.	Number	Total
\$100.00	x _____	= _____	\$1.00	x _____	= _____
\$50.00	x _____	= _____	\$0.50	x _____	= _____
\$20.00	x _____	= _____	\$0.25	x _____	= _____
\$10.00	x _____	= _____	\$0.10	x _____	= _____
\$5.00	x _____	= _____	\$0.05	x _____	= _____
\$2.00	x _____	= _____	\$0.01	x _____	= _____
\$1.00	x _____	= _____			
Total (Bills) _____			Total (Coins) _____		

Currency: Total _____ (Please itemize bills/coins above)

Checks: Total _____ (Attached itemized list with name on check, check #, and amount. Money orders should be included with checks)

Total amount of deposit: _____

Committee Chairperson Signature: _____

For Treasurer's Use Only

Deposit Date:		Receipt #:		Amount:	
Comments:					