

MYERS PARK HIGH SCHOOL PTSO DEPOSIT FORM 2023-24

To deposit money into the PTSO account, please complete this form, enclose it securely with checks/cash and drop it into the safe at school or give it to the office staff to place in the safe.

All checks should be made payable to MPHS PTSO & committee name should be in memo field. Committees are responsible for tracking individual checks. Treasurer only records the total deposit. Two counts and two signatures are required for all cash deposits.

DATE _____

PTSO COMMITTEE/BUDGET _____

ACTIVITY (which generated income): _____

Cash:

Coins \$ _____
Ones \$ _____
Fives \$ _____
Tens \$ _____
Twenties \$ _____

Total Cash: \$ _____

Money Orders: \$ _____

Checks:

_____ of checks @ \$ _____ = \$ _____
_____ of checks @ \$ _____ = \$ _____
_____ of checks @ \$ _____ = \$ _____
_____ of checks @ \$ _____ = \$ _____

Total Checks: \$ _____

TOTAL DEPOSIT \$ _____

SUBMITTED BY (names & signature) _____

2nd Verification by (name & signature) _____

(required only for cash deposits)

PHONE & EMAIL _____

For Treasurer's Use Only:

Date Deposited _____ Income Account _____

Notes: